

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Charlottesville Redevelopment and Housing Authority

Submitted 12/26/2006

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2010

Annual Plan for Fiscal Year 2007

PHA Plan Agency Identification

PHA Name: Charlottesville Redevelopment and Housing Authority

PHA Number: VA016

PHA Fiscal Year Beginning: 04/01/2006

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA: Central Office (434) 970-3253
- PHA development management offices
- PHA local offices: Rental Office (434) 296-1863

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA: Central Office- 605 E. Main St.
- PHA development management offices
- PHA local offices: Rental Office- 500 S. First St., Maintenance Office- 1000 S. First St.
- Main administrative office of the local government: City Managers Office- City Hall
- Main administrative office of the County government
- Main administrative office of the State government
- Public library: Jefferson Regional Library- 201 E. Market St.
- PHA website: www.charlottesville.org/housing
- Other (list below)
 - CRHA Maintenance Office- 1000 S. First St.
 - CRHA Rental Office- 500 S. First St.
 - Jefferson Regional Library- 201 E. Market St.
 - Public Housing Association of Residents (“PHAR”) Office - 1000 Preston Ave., Suite C
 - Legal Aid Office- 1000 Preston Avenue, Suite A
 - West Haven Clinic- 803 Hardy Drive

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)
 - Legal Aid Office, PHAR Office, West Haven Clinic, Charlottesville Neighborhood Development Services, City Manager’s Office, CRHA Rental and Maintenance Office

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2010
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

Mission Statement: The mission of the CRHA is the same as that of the Department of Housing and Urban Development: to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination for low income families of Charlottesville, Virginia.

Vision Statement: As it moves forward, the CRHA will facilitate the development of equitable housing and community development through the renovation of its existing housing stock, as well as through the building of desirable, attractive and well managed housing sites and resident facilities.

In the area of resident initiatives, the CRHA will continue to work closely with PHAR and the existing resident associations to improve conditions in the physical structures or each housing development, to plan the new development of affordable housing, and to build better relationships between residents and CRHA.

Through numerous programs and partnerships, the agency will work collaboratively with local community-based organizations, non-profits, the faith community and governmental entities and others to develop and promote programs that support the mission and vision, to foster improved communications, to help prepare residents who are considering moving out of public housing, and to improve living conditions of those who cannot yet be self sufficient without housing subsidy.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: Identify positive strategies to increase family satisfaction through development and implementation of CRHA's core resident services programs. Provide additional customer service training to staff and improve CRHA's Resident Satisfaction Survey scores, which serve as Resident Satisfaction indicator.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below) Implementing and practicing Housing Choice Voucher Program (Section 8 Administrative Plan).

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords:
 - Increase voucher payment standards:
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
 - Implement public housing security improvements

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
CRHA successfully maintained social support programs on-site such as the nursing clinics at the Crescent Halls and Westhaven sites. We took specific steps to maintain curb appeal and strictly enforced the lease to insure collection of tenant accounts receivable.

The Charlottesville Police Department will continue to provide on-site policing services at the Westhaven Police Substation. The agency will study the feasibility of establishing another substation at South First Street that will also serve the Sixth Street and Riverside Avenue complexes.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families
 - Provide or attract supportive services to improve assistance recipients' employability
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
We are also collaborating with several community service organizations such as the Charlottesville Adult Education, Virginia Cooperative Extension Agency, Jefferson Area Board for Aging, FOCUS Mediation Center, Charlottesville Economic Development Office, Minority Enterprise Office, Police Department, Quality Community Council, Charlottesville City Schools, and Charlottesville Department of Parks and Recreation in providing onsite workshops and self-sufficiency training opportunities. CRHA plans to move forward with the Section 8 homeownership program.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - Other: (list below)

CRHA participated on numerous fair housing and affordable housing boards and forums on a regional basis. Also staff participated in numerous public housing and Section 8 educational trainings. These training opportunities enabled staff to improve their coordination of service delivery to all residents. Participation in Self-Sufficiency programs such as Home-buyers Clubs are substantive ways that CRHA assists our residents in becoming independent, first –time homeowners.

FAIR HOUSING:

1. Provide training on the Federal Fair Housing Act of 1968, with amendments, to all current CRHA staff. New hires will receive training within 6 months in employment.
2. For front line staff (Rental Office and Maintenance) annual training will be provided with focus on new amendments to federal and state statutes.
3. Resident Advisory Board Members (list attached) will be invited to participate in all training.
4. CRHA Commissioners will annually, during Fair Housing Month throughout the Authority and will request that City Council do the same. Each Department will develop specific activities to celebrate the month.
5. CRHA Commissioners will annually, during Fair Housing Month, acknowledge an individual in the community that has furthered the efforts of the fair housing laws through their activities, either professional or volunteer.
6. The Authority will participate in the Central Virginia Fair Housing Coalition. CRHA will support the fair housing initiatives of the Piedmont Housing Alliance.

Other PHA Goals and Objectives: (list below)

CRHA will accomplish its mission ideals through its goals and objectives:

- A. Ensuring equal opportunity in housing to all citizens by continuing to offer diversity training to staff and residents to ensure equal access to CRHA housing regardless of race, color, religion, national origin, sex, familial status and disability.
- B. To provide timely response to residents request for maintenance problems by closely monitoring work order requests.
- C. To return vacated units with new residents in less than 15 days.
- D. To provide decent, safe and affordable housing in the Charlottesville community by implementing measures to de-concentrate poverty by advertising to and employing public housing residents when employment openings arise. We strongly encourage residents to enroll in our Family Self Sufficiency Program. CRHA's partnership with the Charlottesville-Albemarle Technical Education Center (CATEC) has resulted in the training and employment of two residents. CRHA received the HUD Best Practices award for the success of the program. CRHA's membership on the Workforce Investment Board will enable our residents to participate more readily in activities such as job fairs and employment trainings, household budget and home buying opportunities.

- E. To continue to encourage resident participation through focus groups, resident tenant associations and advisory boards.
- F. To continue to maintain and improve our financial stability through aggressive rent collections and improve reserves.
- G. To establish new partnerships with public and private organizations that will assist our residents in personal and professional development such as with the Charlottesville Connected Community, City of Charlottesville Department of Social Services and Connecting People To Jobs (CPTJ).
- H. To continue to promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons in assisted families and providing attractive supportive services to increase independence for elderly or families with disabilities.

Annual PHA Plan
PHA Fiscal Year 2007
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Over the past year, CRHA has taken on a number of challenges. Examples of these challenges include:

Resolving CRHA’s designation as a “Troubled” Housing Authority.

Working with HUD staff, CRHA executed a significant MOA and CAP with HUD to address historic issues with the Public Housing Program (MOA) and the Housing Choice Voucher Program (CAP). The resulting document detailed 306 separate tasks to be implemented by the end of CY06. These tasks vary greatly from basic staff and board training to procurement and implementation of new integrated system software.

Developing and implementing key operational policies

CRHA had a great need to address some specific policies impacting its ability to better manage itself. Revision or generation of new policies ranging from financial policies governing credit

card use and auto allowances to program quality control to waiting list management to return to work procedures, were all needed as management tools.

Position Vacancies

Of the 23 current staff, 19 have been hired over the last 18 months or so. With so many new staff joining an agency undergoing great change, CRHA has had to deal with developing and implementing intensive training plans; creating strong supervision systems; and instituting a shared understanding of why we are here.

Additionally, because the work is fairly technical CRHA has struggled to find staff with any real experience in our work. The agency has been fortunate to find a Director of Housing Management with years of program experience but were not able to hire other staff with HUD program or administrative background.

Customer Service

As has been well documented, CRHA has struggled to improve customer service to residents, clients and community partners. Management feels strongly that how the people served feel about the agency, how staff interact with community advocates and others, all impact CRHA's ability to deliver programming. Finding a way to be more successful was absolutely critical.

Financial Operations and Budgeting

The agency struggled with both the revenue and expense side of the budget in FY05. With high vacancy rates in 2005, effecting both our rent roll, significant rent receivables, limited HUD operating subsidy funding and heavy expenses associated mostly with new maintenance plans and higher utility expenses, the agency showed a large loss in 2006. Designing a new organizational structure and better use of existing funding were key tasks as the FY06 budget was put together.

Security

Security issues have haunted the agency for some time. Concerns include a lack of inadequate lighting at some sites, a need for more speed bumps and a more secure front entry at Crescent Hall, an effective relationship with the local police department and better program management

Capital Needs

The agency needed to focus on a number of significant capital improvement projects including;

- The agency has had serious repair issues with the two elevators at Crescent Halls – a building serving elderly and disabled families
- New exterior lighting at South First St. and Sixth St.
- Slot key entry system for Crescent Halls
- New gutters at West Haven
- New heat / hot water systems at South First St.
- New refrigerators at Crescent Halls

Despite these challenges and many others the agency has had some great success over the last year. For example staffing has improved dramatically with key positions being filled and a training plan put into place. Budgeted at \$35,000 in FY07, the agency is providing technical

training to staff, providing them with new and/or improved skills in carrying out their responsibilities. Though the new training plan is just recently getting off the ground, improvements in how we manage our programs are already evident. As important to adequate training of new staff, staff turnover has stabilized over the last half year or so. CRHA simply has not had the turnover experienced in late 2004 and early 2005.

Associated with all this, program expertise has improved greatly over the last year. Between becoming fully staffed, a sound training plan and some key hires, our technical knowledge of our programming has allowed us to act more quickly, decisively and with great efficiency. Of all the accomplishments, staff are most proud of work improving customer service. A year back, management staff routinely took numerous calls regarding poor customer service. Though the agency still gets plenty of calls from residents and clients who disagree with a decision or action that's been taken – they just do not get many calls about poor service. This demonstrates the commitment staff have made to the work they do and their understanding of the issues facing many of the families they serve.

The agency adopted a balanced budget for FY07 – a major accomplishment in light of recent funding and expense history. Organizational re-structuring, effective use of capital funds and streamlined expense categories all played key roles in developing the current year budget. Although the budget will have to be adjusted for recent changes in our operating subsidy revenue (a recent \$43,000 funding decrease) the budgeting process is sound and will serve as a good model for the future.

One important point is the recent completion of a public housing energy audit. Conducted by an outside firm, this audit helped document current consumption patterns and made a number of suggestions as to how we can better control our costs. With great assistance from a member of our Board of Commissioners, CRHA expect to target some specific areas where they can improve energy efficiency and lower energy use.

CRHA has taken on a number of projects to improve security at our sites;

- New Slot Key system has been installed at Crescent Halls for better control over entry door keys
- CRHA recently signed a contract install their own exterior pole lighting at two sites to allow us better control over use and repairs.
- Worked with the resident association and the Police Department on specific crime issues. CRHA attends monthly meetings with local officers to this end.
- Additional speed bumps have been installed at Crescent Halls
- Parking sticker plan for all residents has been developed and is set for implementation

The agency has also begun to address some of our capital project needs. For example;

- A bid for elevator replacement has been issued
- New gutters are being installed at West Haven
- 25 new heat / hot water systems have been installed at South First St.
- New refrigerators have been procured for CRHA's mid-rise site

- Exterior pole lighting has been procured and will be installed in the next few months
- New integrated software for managing the agency should be online within four months.

The agency has revised or generated a great number of new policies including:

- Thirty day notice for breaking a lease
- Unit offer process
- Credit card use
- Automobile use allowances
- UPCS process
- Income verification
- Program quality control
- Waiting list management / purges
- Program selection notification
- Return to Work

Other policies in process include a new eviction policy, outgoing portability, EIV use and process.

This Housing Authority still has many challenges down the road – some specific to CRHA and some that are affecting housing authorities across the country CRHA’s biggest issue is simply a lack of sufficient funding to operate the Public Housing Program. Though CRHA constantly strives to improve rent collections, the agency suffers most from the fact that the federal government only provides 85-90% of the operating subsidy needed by their own calculation. Thus, agency revenue can run anywhere from \$100,000-\$150,000 short of what’s needed to operate efficiently and effectively. Couple that with high energy costs and multiple priorities, CRHA simply doesn’t have enough dollars to do its work at an optimum level.

Another huge issue is conversion to “Asset Management”. This system will require an entirely new set of accounting systems and practices and greatly limit administrative revenue. Additionally, CRHA’s base operating subsidy funding will decrease by some amount. To comply with these new mandates, the agency will have to restructure how it does business and find ways to work within the overall financial guidelines required by HUD. Staff are still working on the plan for implementation in late 2007.

Master Planning and redevelopment are enormous issues for the agency to take on as well. With Asset Management to affect everything the agency does and a clear need to address aging housing stock, CRHA needs to embark on a Master Planning process to chart a course into the future. What will the business model be? Will CRHA redevelop current sites and build additional housing? What would that look like? How would that be funded? How will it impact the community being served? How does the agency best incorporate the input of residents? How does low-income housing fit into a matrix of support and programming for the families being served. All these questions and many more must be answered as CRHA plans for the future.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Capital Fund Program Annual Statement
FY 2006 Capital Fund Program 5 Year Action Plan
Notes to Proposed Budget
Proposed Authority Wide Budget
Performance Evaluation Reports
Resident Community Service Requirement
Admissions Policy for De-concentration
Pet Policy
Public Comments on Annual Plan
Resident Advisory Board Members
CRHA Organizational Chart
Section 8 Annual Plan

Required Attachments:

- Admissions Policy for De-concentration
- FY 2006 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Central Office	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Central Office	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Central Office	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Central Office	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Central Office	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Central Office	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Central Office, Rental Office & Maintenance Office	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Central Office	Public Housing De-concentration and Income Mixing	Annual Plan: Eligibility, Selection,

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	and Admissions Policies
Central Office	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Central Office	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Central Office	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Central Office	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Central Office	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Central Office	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Central Office	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Central Office	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Central Office, Rental Office & Maintenance Office	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
Central Office	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
Central Office	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Central Office	Approved or submitted applications for designation of	Annual Plan: Designation of Public

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	public housing (Designated Housing Plans)	Housing
Central Office	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Central Office	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Central Office	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Central Office	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Central Office	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Central Office	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Central Office	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Central Office	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
Central Office	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
Central Office	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of MFI	3,171	5	5	5	4	4	4
Income >30% but <=50% of MFI	1,953	5	5	5	4	4	4
Income >50% but <80% of MFI	2,059	5	5	5	4	4	4

Housing Needs of Families in the Jurisdiction							
By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Elderly	987	5	5	5	3	4	4
Families with Disabilities	867	5	5	5	4	4	4
African Am	2,322	5	5	5	4	4	4
Caucasian	6,555	5	5	5	4	4	4
Hispanic	255	NA	NA	NA	NA	NA	NA
Other	501	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Public Housing X			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	390	100%	46.41%
Extremely low income <=30% AMI	343	88%	
Very low income (>30% but <=50% AMI)	42	11%	
Low income (>50% but <80% AMI)	5	1%	
Families with children	236	61%	
Elderly families	29	7%	
Families with Disabilities	62	16%	
Race/ethnicity- Caucasian	105	27%	
Race/ethnicity-African American	281	72%	
Race/ethnicity- Asian	1	.25%	
Race/ethnicity- Hispanic	4	.75%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	154	39%	
2 BR	151	39%	
3 BR	71	18%	
4 BR	10	3%	
5 BR	4	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance <input checked="" type="checkbox"/>			
Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	304	100%	4.13%
Extremely low income <=30% AMI	257	85%	
Very low income (>30% but <=50% AMI)	44	14%	
Low income (>50% but <80% AMI)	3	1%	
Families with children	232	76%	
Elderly families	14	5%	
Families with Disabilities	28	9%	
Race/ethnicity- Caucasian	61	20%	
Race/ethnicity- African American	238	78%	
Race/ethnicity- Indian	3	1%	
Race/ethnicity- Hispanic	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes X

If yes:

How long has it been closed (# of months)? 36 months

Does the PHA expect to reopen the list in the PHA Plan year? No X Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No X
Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

*Analysis of the need for de-concentration of poverty and income mixing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

CRHA broadened its participation in existing collaborations and special programs such as the Family Self- Sufficiency program, Elderly Supportive Services, Public Housing Association Of Residents, Westhaven Clinic Collation, Jefferson Area Board Of Aging Crescent Halls Nursing Clinic, and provided educational scholarships for qualified residents.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Continue designated housing for elderly and disabled residents at Crescent Halls and portions of Westhaven.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
CRHA will continue designation of Crescent Halls as the target development housing for elderly and disabled. The Housing Authority may seek state and federal funding from programs such as the ROSS Elderly & Disabled grant.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
CRHA will continue to collaborate on a regional basis with other community organizations and housing agencies to provide counseling opportunities regarding Fair Housing. CRHA will host annually Owner/Landlord meetings to encourage participation by owners and Landlords of units outside areas of poverty or minority concentration.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

CRHA will continue to work to increase awareness of programs such as the Down Payment & Closing Cost Assistance, Housing Opportunities Program (owner substantial rehabilitation), rental rehabilitation and tax credit development by collaborating with the city of Charlottesville Neighborhood Development Services Department and AHIP, presenting information at lease briefings and alerting residents to housing opportunities in the CRHA newsletter and on the website. Participated in the Public Housing Association of Residents' (PHAR) Housing Conference in June, 2006 and the Pre-designed and Development Feasibility Study for the Madison Avenue Neighborhood. Represented on the Partnership for Children, The WIA Youth Council, CRHA is also represented on a City Council appointed task force on housing availability that will recommend actions to Council that will address the concern of housing affordability in the city.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$1,173,456	
b) Public Housing Capital Fund	\$552,620	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,125,720	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant and HOME	\$365,303	Housing Rehabilitation by AHIP in City limits; Provide down payment and closing assistance to first time homebuyers.
Other Federal Grants (list below)		
2. Prior Year Federal Grants (un-obligated funds only) (list below)		
Capital Fund 502-03	\$60,117	
Capital Fund 501-04	\$423,486	
Capital Fund 501-05	\$403,149	
Capital Fund 501-06	\$552,620	
3. Public Housing Dwelling Rental Income	\$930,341	Public Housing Operations
4. Other income (list below)		
Investment Income	\$77,385	Public Housing and Section 8 Operations; Public Housing Resident Services Activities
Other Public Housing Income	\$26,500	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	\$6,690,697	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
All applicants are processed for eligibility.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

CRHA performs credit checks and screens for past and rental history. Criminal checks are handle via a web based accredited service.

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)
CRHA Rental Office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices

- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

- Homelessness
 - High rent burden (rent is > 50 percent of income)
- Other preferences: (select below)
- Working families and those unable to work because of age or disability
 - Veterans and veterans' families
 - Residents who live and/or work in the jurisdiction
 - Those enrolled currently in educational, training, or upward mobility programs
 - Households that contribute to meeting income goals (broad range of incomes)
 - Households that contribute to meeting income requirements (targeting)
 - Those previously enrolled in educational, training, or upward mobility programs
 - Victims of reprisals or hate crimes
 - Other preference(s) (list below)
- Elderly Disabled head of household or spouse, persons with life-threatening or catastrophic diseases (i.e. Cancer, Acquired Immune Deficiency Syndrome (AIDS), not presently assisted and VIEW/FSS participants.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 - Veterans and veterans' families
 - Residents who live and/or work in the jurisdiction
 - Those enrolled currently in educational, training, or upward mobility programs
 - Households that contribute to meeting income goals (broad range of incomes)
 - Households that contribute to meeting income requirements (targeting)
 - Those previously enrolled in educational, training, or upward mobility programs
 - Victims of reprisals or hate crimes
 - Other preference(s) (list below)
- Elderly Disabled head of household or spouse, persons with life-threatening or catastrophic diseases (i.e. Cancer, Acquired Immune Deficiency Syndrome (AIDS), not presently assisted and VIEW/FSS participants.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
 The PHA's Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual re-examination and lease renewal
 Any time family composition changes
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)
Rental History

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)
CRHA Rental Office

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If the family is unable to find an acceptable unit within the specified term, extenuating circumstances, such as hospitalization, family emergencies, etc. and as a reasonable accommodation for the disabled.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Families participating in the VIEW program and elderly families or families who's head or spouse ids receiving income based on their inability to work.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Families participating in the VIEW program and elderly families or families who's head or spouse ids receiving income based on their inability to work.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)
Forums, public meetings and workshops

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:
\$25 Minimum Rent Hardship Exemption

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
 Yes but only for some developments
 No

2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
- Market comparability study
 - Fair market rents (FMR)
 - 95th percentile rents
 - 75 percent of operating costs
 - 100 percent of operating costs for general occupancy (family) developments
 - Operating costs plus debt service
 - The "rental value" of the unit
 - Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
 - Other (list below)

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

The flat rent option does not exceed the Fair Market Rent (FMR) established by HUD for the Charlottesville Metropolitan Statistical Area (MSA)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Hardship Exemption Form

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: A seven-member Board of Commissioners appointed by the City Council governs the Authority. Two are current residents of public housing; at least one is a City Councilor and the others are at-large appointees. Commissioners are responsible for the policies of the Housing Authority as well as for the selection of the Authority's Executive Director. The Board of Commissioners holds its regularly scheduled meetings each 4th Monday of the month beginning at 7 p.m., unless rescheduled by the Board or a special meeting is called. The Authority rotates its meetings among the various public housing sites in order to facilitate resident participation.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	375	557 Days
Section 8 Vouchers	301	1,509 Days
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	26	357 Days
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing,

including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
Admissions and Continued Occupancy Policies (“ACOP”), Personnel Policy Manual and Financial Policies
- (2) Section 8 Management: (list below)
Section 8 Administrative Plan, Admissions and Continued Occupancy Policies (“ACOP”), Personnel Policy Manual and Financial Policies

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:
Found in ACOP

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)
CRHA Rental Office

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
 - PHA main administrative office
 - Other (list below)
CRHA Rental Office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment: Capital Fund

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No:
- a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
 - b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Development of CRHA Levy property.

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Levy Avenue
1b. Development (project) number: _____
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/01/07)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/2007 b. Projected end date of activity: 9/2008

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Crescent Halls
1b. Development (project) number: VA36P016003
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>11/12/74</u>
5. If approved, will this designation constitute a (select one)

<input type="checkbox"/> New Designation Plan
<input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 105
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
5. Number of units affected: 2
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Participants must be enrolled in the Family Self Sufficiency Program.

12. PHA Community Service and Self-sufficiency Programs

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.
Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/22/1999

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2,

Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
N/A				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 09/07/06)
Public Housing	N/A	8 – 09/07/06
Section 8	N/A	12 – 09/07/06

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Please See Attached Resident Community Service Requirement

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
Give residents non-confidential crime statistics from police.

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

All CRHA Public Housing Communities

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
Provide On-site security at Crescent Halls, monthly meeting with police, installing new lighting at two sites, fund multiple after school and summer programs, etc.

2. Which developments are most affected? (list below)
All CRHA Public Housing communities

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)
All CRHA Housing Communities

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Attached

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (Public Comments on Annual Plan)
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 Representatives of all PHA resident and assisted family organizations
 Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Charlottesville & Thomas Jefferson Planning District
10

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 The Consolidated Plan for the City of Charlottesville supports the CRHA Plan with the following actions and commitments:
 - Assistance to first-time homebuyers and commitment to affordable housing development on a regional basis.
 - CRHA will seek opportunities to provide transitional housing, and improve housing availability to elderly/disabled, and single heads of households.
 - CRHA will continue to work collaboratively with local housing coalitions such as the Thomas Jefferson Area Coalition for the Homeless, Piedmont Housing Alliance, and the Monticello Area Action Agency (MACAA).

The City of Charlottesville has embraced or developed several neighborhood strategies that focus on the improvement of the quality of life including strategies such as the Quality Community Council, adult education, job training, scholarships and workforce development. CRHA has contributed to the health and wellness of its residents by donating funds to the Westhaven Nursing Clinic and to JABA in support of the Crescent Hall clinic.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 The Consolidated Plan's *Summary of Local Goals* pledges to increase opportunities for first-time homebuyers, rehabilitate substandard renter-occupied homes and multi-family units, provide financial assistance and support services to low income renters, assist special needs groups such as the elderly, disabled, homeless, single parent families and Section 8 housing recipients.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

**PHA Plan
Table Library**

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number VA36P01650107 FFY of Grant Approval: (03/31/07)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	110524
3	1408 Management Improvements	110524
4	1410 Administration	55262
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	21631
8	1440 Site Acquisition	
9	1450 Site Improvement	36000
10	1460 Dwelling Structures	167100
11	1465.1 Dwelling Equipment-Nonexpendable	51579
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	552620
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA016-1/Westhaven	Re-shingle roofs	1460	\$78,000
	Address areas of erosion throughout property	1450	\$7,000
	Remove trees that are too close to buildings	1450	\$10,000
	Concrete grinding of sidewalks	1450	\$5,000
VA016-3/Crescent Halls	Install automatic doors for rental entrance for handicap accessibility	1465.1	\$3,219
	Replace automatic doors at main entrance	1465.1	\$10,000
	Retile entry floor	1460	\$1,100
	Clean all duct work in building	1460	\$8,000
	Repair roof	1460	\$5,000
	Replace all entry deadlocks and lever locks	1465.1	\$15,760
	Purchase 3 rd Chute Dumpster	1465.1	\$3,000
	Repair all thermocouple seals at windows	1460	\$20,000
VA016-4/Scattered Sites	Replace existing intercom system	1465.1	\$6,000
	Replace all gutters and downspouts	1460	\$24,000
	Replace shingled roof at Community Center	1460	\$4,000
	Resurface & repaint parking lot	1450	\$8,000
	Replace front and rear storm doors	1465.1	\$13,600
	Install shallow concrete water channel	1450	\$3,000
VA016-5/South 1 st St.	Replace interior stairs	1460	\$10,000
	Replace all gutters and downspouts	1460	\$17,000
	Trim trees	1450	\$3,000

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA016- 1/Westhaven	3/31/09	3/31/12
VA016-3/Crescent Halls	3/31/09	3/31/12
VA016-4/Scattered Sites	3/31/09	3/31/12
VA016-5/South 1 st	3/31/09	3/31/12

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA016-1	Westhaven	19	15%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA016-3	Crescent Halls	11	10%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA FY)
Install a code compliant centrally monitored, fully addressable fire alarm system			\$ 41,999	2008
Replace fan coil cooling units & related equipment in all apartments			\$ 133,503	2009
Resurface roadways and parking area, including paving and pitch around the parking lot drain			\$ 46,060	2008
Replace refrigerators when they reach the end of their useful life			\$ 54,796	2008
Complete electrical upgrade to main distribution system, to include increase of service to each apartments to 100-amps, including relocation of an electrical service panel that is located less than 3.5 feet from the electric service main switchboard			\$87,071	2009
Replace/update bathrooms			\$362,834	2010
Total estimated cost over next 5 years			\$ 726,263	

Optional 5-Year Action Plan Tables				
Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
Scattered Sites	3	4%		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA FY)

Install ventilation in the attic spaces of all buildings consisting of louvers and mechanical supply/exhaust fans	\$118,511	2008
Installation of evergreen trees to screen Building 2021 at Michie from neighboring commercial property	\$6,859	2008
Total estimated cost over next 5 years	\$ 125,370	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
VA016-5	South 1 st St	4	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA FY)
Install ventilation in the attic spaces of all buildings consisting of louvers and mechanical supply/exhaust fans			\$ 83,945	2008
Replace range hoods when they reach the end of their useful life			\$ 10,664	2008
Replace refrigerators when they reach the end of their useful life			\$ 28,107	2009
Replace mechanical room doors and all related hardware			\$ 31,230	2009
Total estimated cost over next 5 years			\$ 153,946	

Optional 5-Year Action Plan Tables

Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Single Family Houses	0	0%	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA FY)
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
VA016-3, 4, & 5	Crescent Halls, Scattered Sites, & South 1 st St		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA FY)
Modify retrofitted apartments to ensure that they meet all applicable UFAS standards for accessibility		\$50,224	2009
Total estimated cost over next 5 years		\$ 50,224	

Optional 5-Year Action Plan Tables			
Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Scattered Sites & South 1 st St			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA FY)
Increase size of electrical service in each apartment from 60-amps to 100-amps		\$362,804	2011
Replacement and addition of exterior lighting		\$32,699	2009
Total estimated cost over next 5 years		\$ 395,503	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Charlottesville Redevelopment & Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan Revision No:	
Development Number/Name/HA-Wide	Work Statement Year 1 FFY Grant: 2006 PHA FY: 3/31/07	Work Statement Year 2 FFY Grant: 2007 PHA FY: 3/31/08	Work Statement Year 3 FFY Grant: 2008 PHA FY: 3/31/09	Work Statement Year 4 FFY Grant: 2009 PHA FY: 3/31/10	Work Statement Year 5 FFY Grant: 2010 PHA FY: 3/31/11
<i>VA016-1/ Westhaven</i>		\$0	\$0	\$0	\$0
VA016-3/ Crescent Halls		\$142,855	\$220,574	\$362,834	\$0
VA016-4/ Scattered Sites		\$125,370	\$0	\$0	\$0
<i>VA016-5/ South 1st St.</i>		\$94,609	\$59,337	\$0	\$0
VA016-8/ Scattered Houses		\$0	\$0	\$0	\$0
All Sites		\$0	\$0	\$0	\$0
Non-Dwelling		\$0	\$0	\$0	\$0
VA016-3, 4, & 5/Crescent Halls, Scattered Sites, and South 1 st St.		\$0	\$50,224	\$0	\$0
VA016-4 & 5/Scattered Sites and South 1 st St.		\$0	\$32,699	\$0	\$362,804
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year 2 FFY Grant: 2007 PHA FY: 3/31/08			Activities for Year 3 FFY Grant: 2008 PHA FY: 3/31/09		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	VA016-3 <i>Crescent Halls</i>	Install a code compliant centrally monitored, fully addressable fire alarm system; Resurface roadways and parking area, including paving and pitch around the parking lot drain; Replace refrigerators when they reach the end of their useful life	\$142,855	VA016-3 <i>Crescent Halls</i>	Replace fan coil cooling units & related equipment in all apartments; Complete electrical upgrade	\$220,574
Annual	VA016-4 Scattered Sites	Install ventilation in the attic spaces of all buildings consisting of louvers and mechanical supply/exhaust fans; Installation of evergreen trees to screen Building 2021 at Michie from neighboring commercial property	\$125,370	VA016-4 Scattered Sites		\$
Statement	VA016-5 South 1 st Street	Install ventilation in the attic spaces of all buildings consisting of louvers and mechanical supply/exhaust fans; Replace range hoods when they reach the end of their useful life	\$94,609	VA016-5 South 1 st Street	Replace refrigerators when they reach the end of their life; Replace mechanical room doors and all related hardware	\$59,337
	VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street		\$	VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street	Modify retrofitted apartments to ensure that they meet all applicable UFAS standards for accessibility	\$50,224
	VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street		\$	VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street		\$
	VA016-4 & 5 Scattered Sites & South 1 st Street		\$	VA016-4 & 5 Scattered Sites & South 1 st Street	Replacement and addition to exterior lighting	\$32,699
Total CFP Estimated Cost			\$362,834			\$362,834

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 4 FFY Grant: 2009 PHA FY: 3/31/10			Activities for Year 5 FFY Grant: 2010 PHA FY: 3/31/11		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>VA016-3 Crescent Halls</i>	Replace/update bathrooms	\$362,834	<i>VA016-3 Crescent Halls</i>		\$
VA016-4 Scattered Sites		\$	VA016-4 Scattered Sites		\$0
<i>VA016-5 South 1st Street</i>		\$0	<i>VA016-5 South 1st Street</i>		\$0
VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street		\$0	VA016-3, 4, & 5 Crescent Halls, Scattered Sites, & South 1 st Street		\$0
VA016-4 & 5 Scattered Sites & South 1 st Street		\$	VA016-4 & 5 Scattered Sites & South 1 st Street	Increase size of electrical service in each apartment from 60-amps to 100-amps	\$362,834

Notes to Proposed Budget Charlottesville Redevelopment and Housing Authority

General

The Charlottesville Redevelopment and Housing Authority (CRHA) is a public housing agency (PHA), which provides affordable housing for low-income residents of the City of Charlottesville, including seniors and disabled individuals. Established by referendum in 1954, the Authority has operated under state enabling legislation and federal housing regulations of the U. S. Department of Housing and Urban Development (HUD). The governing body of the HA is a seven-member Board of Commissioners appointed by the City Council. The mission of CRHA is to uplift our community by providing families with safe, affordable, quality housing and by fostering opportunities for resident empowerment and self-sufficiency.

Budgeting is a formal way to convert the CRHA long-range plans and policies into services and programs for the residents of the Housing Authority. The budget also details these services and programs in terms of costs. The Housing Authority's budget informs the Staff, Commissioners, Residents, and Public of the Authority's plans for the coming fiscal year (April 1, 2006 – March 31, 2007) and provides the Commissioners with the opportunity to review and decide the level of services to be provided to residents.

Each year the annual budget is prepared with a set of assumptions to be followed in managing the financial and budgetary affairs of the Housing Authority. This proposed budget is based

- On current data, prior fiscal experience and the anticipated occurrence of certain events;
- Develops operational budgets within projected available revenues;
- Evaluates the efficiency and effectiveness of activities;
- Invests strategically in employees by providing adequate pay, benefits, training, technology resources, support and appreciation; and

Attached are the proposed budgets for our various programs for the fiscal year (FY) ending March 31, 2007. For the coming fiscal year we anticipate spending approximately \$5.5 million in the pursuit of our mission to serve Charlottesville residents.

Highlights

A. Public Housing Operating Subsidy

The Performance Formula System-Operating Subsidy is a formula that determines funding from HUD by which PHAs are funded. This formula calculates 100% of the operating subsidy required by PHA to operate; however, HUD typically provides only a portion of this amount based on appropriations from Congress. Below is the historical trend of the funding percentage for the past seven years.

<u>Federal Fiscal Year</u>	<u>Proration Funding</u>
	<u>%</u>
1999	100.0
2000	92.5
2001	98.5
2002	99.5
2003	100.0
2004	94.7
2005	98.1
2006	91.97

On November 15, 2005, HUD issued Federal Notice PIH 2005-35 “Guidance on Methods and Schedules for Calculating... Operating Subsidy Eligibility...” This notice discusses how the 2006 operating subsidy will be funded as a result of HUD’s shift to calendar year funding. In summary, the operating subsidy for January – June 2006 will be obligated based on the 2005 operating subsidy amounts. Then, after HUD determines the appropriate amount of subsidy for 2006 based on each PHA’s 2006 application, they will obligate funds for the remainder of the year after deducting the amounts that each PHA received for the first six months. CRHA submitted their operating subsidy calculation for 2006 on December 21, 2005. The total amount of subsidy requested in the submittal is \$1,310,046.

CRHA is basing the 2007 budget covering the period of April 1, 2006 through March 31, 2007 on a funding percentage of the operating subsidy of 91.97%.

After HUD issues the final funding percentage and approved operating subsidy, CRHA will re-evaluate revenues and expenses and amend the budget, if necessary.

B. Personnel

There are twenty-five (25) staff budgeted positions at the Housing Authority (HA). There are three (3) vacant positions in the budget anticipated to be filled during the first quarter of the budget cycle, including the Accounting Clerk, Parts Clerk, and one of the Maintenance Tech II positions.

Compensation increases vary by employee and are based on employee performance.

C. Resident Services

Resident services have been consolidated under the Public Housing fund. The revenue to support these activities (such as interest income from investments by other funds) is shown by an inter-fund transfer from the fund generating the revenue to Public Housing. This is designed to provide a better understanding of what programs are supported and how much is directly provided. The Housing Authority has budgeted \$96,633 directly for resident services: \$66,289 from Public Housing and \$30,344 from a Capital Fund grant. The Resident Services Committee went through the process of collecting applications for resident services programs from various groups, evaluating each application received, discussing the applications’ content; and selecting the applications and awarding funds to the applicants. The Capital Fund Grant funds a resident apprenticeship program, educating a public housing resident in the

maintenance department through a five (5) year training at Charlottesville Albemarle Technical Education Center (CATEC) and on- the-job experience with the Housing Authority.

D. Housing Choice Vouchers (HCV) (formerly Section 8)

In April 22, 2004 HUD issued federal notice PIH 2004-7 (HA) implementing changes to the HCV funding for the federal fiscal year (FFY) 2004. HUD changed the funding process from a dollar for dollar to a flat per unit cost for each unit leased. In December 2004, Housing Agencies were informed that the funding process will be a flat fee for administration and housing assistance payments. The 2006-2007 budget includes HCV and administrative fee funding at the level indicated in the most recent funding notice from HUD.

Summary

An overview of all the HA operations for the coming FY are presented in the Authority Wide Budget. Following the Authority Wide Budget are separate budgets in detail for each program. These budgets show budgetary estimates of cash and investments on hand April 1, the sources of anticipated income, how the funds will be expended by each program, the net gain or loss from operations, and the anticipated cash and reserves at March 31. Following is a narrative of each program.

A. Public Housing

This is the principal activity of the HA; the HA provides property management services for 376 units of public housing at 11 sites in the City of Charlottesville. Public Housing requires more funding and personnel than any other program. The largest expenses include personnel –38%, and utilities –36%.

- 1. PHA operating subsidy is computed according to HUD regulations and does not, with the exception of utilities and audit cost, take into consideration 100% of the actual operating expenses such as salaries, insurance, and maintenance. Subsidy is determined on how much HUD predicts it should cost, which is the allowable expense level (AEL). Each year HUD provides HA with factors, which are used to revise the AEL upward. Subsidy is used to fund the deficit, which results from the deduction of income from the AEL and not the budgeted expenses. Therefore, the budgeted, routine expenses should stay within the AEL in order to avoid a deficit in routine operations. Read this in conjunction with Part A under Highlights.**
- 2. Dwelling rental is estimated based on the actual amounts collected during fiscal year 05-06. The total rent amount collected through February 2006 was divided by the number of unit months leased per the rent roll to arrive at a per unit collection amount. That amount was then adjusted to assume a 97% occupancy level for the budget. The budget assumes there will be no significant increases or decreases to the per unit rental charges between the two years.**
- 3. Excess utilities charges are relative to the resident's usage in excess of the consumption allowances for the fiscal year. The excess charges are assessed based upon the rates paid by the HA to the utility company.**

4. **Interest income is derived from the investment of excess funds, including the reserve. The budget assumes a 4% interest rate to compute investment income. This rate is lower than was actually being received as of the date the budget was completed.**
5. **Other income is expected to decrease slightly. This income is realized from residents for maintenance repair charges, late payment charges, vending machines, etc.**
6. **Resident services are provided directly and indirectly for the eleven sites. The Housing Authority provides indirect support to residents through the rental, maintenance, and finance department by performing work orders, eligibility and occupancy services, and tenant accounting. The Housing Authority directly provides support for activities allowing residents to participate in nursing clinics, after school programs, scholarships, and hands-on computer education.**

From the operating subsidy a Resident Participation Fee is available exclusively to the various resident associations at \$25 per occupied unit per year (based on the December 2005 rent roll) subject to the funding percentage by HUD of the operating subsidy. Through a Memorandum of Agreement between CRHA and Public Housing Association of Residents (PHAR) dated February 15, 2006 this assures the use of the funds are consistent with HUD guidelines per Federal Notice PIH 2001-3 (HA) and in accordance with 24 CFR Part 964, Tenant Participation and Tenant Opportunities in Public Housing. Financial reports are required to assure proper accounting for the funds. The HA has also budgeted \$11,289 for the Public Housing Association of Residents (PHAR).

7. Utilities increased by 19%. The increases are primarily in the electric and gas categories. Rates within both of these categories increased significantly during the 2005-2006 fiscal year. Actual consumptions are kept for three-year periods for estimating purposes. Utility cost estimates are computed based on the three-year rolling consumptions as prescribed by HUD regulations multiplied by the most recent rates. Utility cost represents 36% of the Public Housing budget.
8. Maintenance cost reflects the Authority's best estimate of what a "normal" maintenance year's expenses will be. During the fiscal year 2005-2006, the maintenance department performed a tremendous amount of deferred maintenance from prior years. The department was also not fully staffed for a significant portion of the year and therefore used a great deal of contract labor for ordinary maintenance tasks. As a result, this year was not considered representative of a normal maintenance year. Due to the lack of an entire year's worth of relevant data, the Authority looked at expenses for the November 2005-January 2006 period as its best estimate of a normal operating period. The total expenses for that period were then decreased by 10% based on the assumption that, with most of the deferred maintenance completed and with a full staff, the maintenance department should see some increased efficiencies during the upcoming year.
9. Protective service is for Crescent Halls. The HA assumes that all protective service costs will be covered by the management improvement line within the capital budget. As a result, no protective service costs are budgeted within the Public Housing budget.

10. General expenses, including insurance and payment in lieu of taxes (PILOT) are based on current rates. Insurance rates are based on the most recent policy renewals. The payment in lieu of taxes (PILOT) has averaged over the last four (4) fiscal years \$35,698. PILOT is paid to the City of Charlottesville for fire and police protection and any other services that an entity or individual would receive by paying real estate taxes.

B. Section 8

The HA administers 376 rental units through leased housing assistance contracts with private owners. Section 8 Housing Choice Vouchers refers to that part of the Housing Act, which created this program.

HUD

The HA administers 341 vouchers and 35 moderate rehabilitation rental units directly through HUD. The funding for this program is based on the annual budget authority determined according to HUD regulations. There is a set fee for administrative cost and housing assistance payments. The amounts reflected in the budget are based on the most recent funding received from HUD.

C. Capital Fund

The Capital Fund has an amount of funds allocated based on a formula derived by HUD annually. These funds are to be used for the cost of repairs and replacements beyond the ordinary maintenance required to make the housing decent and sustainable, with modest amenities. Plans for using the capital funds are included in the PHA annual plan. Resident participation is important in development and determining use of funds. Annual plan public hearings and local meetings with residents are held by staff to allow residents and the public to comment on the use of these funds. The budget assumes a funding level of \$600,000.

Per HUD guidelines, \$120,000 of this amount will be used for normal operations, \$120,000 for management improvements including training, travel, software upgrades, and security, \$60,000 for program administration, and \$300,000 for various capital projects at the sites. Projects scheduled for these funds and available funds from previously awarded grants are listed below.

➤ **Westhaven**

- Replacement of heating system and hot water tanks
- Replace/repair/add existing exterior lighting
- Carbon monoxide detectors

➤ **Crescent Halls**

- Replacement of elevators
- Replace/repair/add existing exterior lighting
- Carbon monoxide detectors
- Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility

➤ **Scattered Sites**

- Replacement of heating system and hot water tanks
- Replace/repair/add existing exterior lighting

- Carbon monoxide detectors
- Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility

➤ **South First St**

- Replacement of heating system and hot water tanks
- Replace/repair/add existing exterior lighting
- Carbon monoxide detectors
- Modify retrofitted apartment to ensure that they meet all applicable UFAS standards for accessibility

D. Community Development Block Grant (CDBG)

The Authority is a sub-grantee to the City under the CDBG program. As such, we monitor and implement certain programs approved in the City's CDBG budget.

Albemarle Housing Improvement Program (AHIP) conducts the Homeowner Rehabilitation Program. The Housing Authority provides the inspections for the rehabilitation projects and the disbursement of funds to AHIP. The amount indicated in the budget is based upon the current grant.

E. Urban Renewal

This program is leasing the remaining parcel of land in the Garrett Street project to the City.

F. Working Fund

The Working Fund is the Authority's local (non-federal) fund. Through these funds \$300,000 from the restructuring of the Omni Hotel loan is reserved for economic development initiatives, including but not limited to business incubators and entrepreneurship opportunities for low-income people. Also through these funds \$100,000 is designated for a Homeownership Loan pool for the Section 8 Homeownership Program.

G. Charlottesville Development Corporation

This is a 503 (c) Not for Profit Corporation operated by the Authority for the purpose of providing down payment and closing cost assistance to first time home buyers. Funding is provided not only from the Community Development Block Grant but also from HUD's HOME program via the City and the Thomas Jefferson Planning District Commission.

Budget Preparation Meetings

January 16, 2006	Finance Committee 8:30 a.m. City Hall CRHA Conference Room
February 21, 2006	Finance Committee 8:30 a.m. City Hall Second Floor Conference Room

Staff has prepared the Public Housing portion of the Authority Wide budget in accordance with federal fiscal requirements, regulations, and rules found in 24 CFR 990.111.

**Charlottesville Redevelopment and Housing Authority Proposed Authority Wide Budget
Fiscal Year April 1, 2006 through March 31, 2007**

	Public Housing	Section 8			Capital Fund	CDBG	Urban Renewal	Working Fund	Ch'ville Dev Corp	Total
		Vouchers	Mod Rehab	Mainstream						
Budgetary cash and investments, April 1	\$ 200,000	\$220,000	\$ -	\$ -	\$ -	\$ -	\$939,600	\$ 584,000	\$ -	\$ 1,943,600
Revenue										
Annual contributions from HUD:										
Administrative fee	\$ -	\$207,852	\$ 20,764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,616
Capital fund	182,951	-	-	-	668,137	-	-	-	-	851,088
Housing assistance payments	-	1,761,036	136,068	-	-	-	-	-	-	1,897,104
PHA operating subsidy	1,173,456	-	-	-	-	-	-	-	-	1,173,456
Total annual contributions from HUD	\$ 1,356,407	\$1,968,888	\$ 156,832	\$ -	\$ 668,137	\$ -	\$ -	\$ -	\$ -	\$ 4,150,264
Rental income										
Dwelling rental	\$ 892,441	-	-	-	-	-	-	-	-	892,441
Excess utilities	37,900	-	-	-	-	-	-	-	-	37,900
Total rental income	\$ 930,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 930,341
Other income and fees										
Investment income	\$ 8,000	8,800	-	-	-	-	37,585	23,000	-	77,385
Management fee	-	-	-	-	-	-	-	-	-	-
Other charges	26,500	-	-	-	-	-	-	-	-	26,500
Total other income and fees	\$ 34,500	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ 37,585	\$ 23,000	\$ -	\$ 103,885
Grants from City of Charlottesville										
Housing rehabilitation	-	-	-	-	-	174,043	-	-	-	174,043
Downpayment & closing income	-	-	-	-	-	-	-	-	191,260	191,260
Total grants from City of Charlottesville	\$ -	\$ -	\$ -	\$ -	\$ -	\$174,043	\$ -	\$ -	\$ 191,260	\$ 365,303
Transfer from other inter-funds	\$ 60,585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,585
Total revenues	\$ 2,381,833	\$1,977,688	\$ 156,832	\$ -	\$ 668,137	\$174,043	\$ 37,585	\$ 23,000	\$ 191,260	\$ 5,610,378
Expenses										
Administration										
Salaries	\$ 373,442	\$ 134,391	\$ 5,822	\$ -	\$ 52,851	\$ 11,030	\$ -	\$ -	\$ 13,171	\$ 590,706
Benefits	132,705	33,280	1,721	-	10,842	3,025	-	-	3,541	185,114
Audit	4,146	3,366	390	-	-	-	-	-	-	7,902
Legal	11,400	5,700	1,140	-	-	-	-	-	380	18,620
Training	-	-	-	-	25,193	-	-	-	-	25,193
Travel	-	2,000	500	-	10,000	-	-	-	-	12,500
Other	105,284	38,746	3,058	-	21,589	1,837	-	-	1,537	172,051
Total administration	\$ 626,976	\$ 217,483	\$ 12,631	\$ -	\$ 120,475	\$ 15,892	\$ -	\$ -	\$ 18,630	\$ 1,012,087
Resident services										
Participation fees	11,289	-	-	-	-	-	-	-	-	11,289
Grants	55,000	-	-	-	-	-	-	-	-	55,000
Total resident services	\$ 66,289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,289
Utilities										
Electricity	263,639	-	-	-	-	-	-	-	-	263,639
Gas	348,271	-	-	-	-	-	-	-	-	348,271

Sewer	94,674	-	-	-	-	-	-	-	-	94,674
Water	132,871	-	-	-	-	-	-	-	-	132,871
Total utilities	\$ 839,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 839,455
Protective contractual services	\$ -	\$ -	\$ -	\$ -	\$ 34,463	\$ -	\$ -	\$ -	\$ -	\$ 34,463
Ordinary maintenance and operations										
Labor	295,676	-	-	-	21,299	-	-	-	-	316,975
Benefits	87,437	-	-	-	8,949	-	-	-	-	96,386
Materials and supplies	120,375	-	-	-	-	-	-	-	-	120,375
Contractual services	194,625	-	-	-	-	-	-	-	-	194,625
Total ordinary maintenance and operations	\$ 698,113	\$ -	\$ -	\$ -	\$ 30,248	\$ -	\$ -	\$ -	\$ -	\$ 728,361
General services										
Insurance	116,000	6,500	2,000	-	-	175	-	-	250	124,926
Payment in lieu of taxes	35,000	-	-	-	-	-	-	-	-	35,000
Bad debt expense	-	-	-	-	-	-	-	-	-	-
Total general services	\$ 151,000	\$ 6,500	\$ 2,000	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ 250	\$ 159,926
Transfer to other inter-funds	\$ -	\$ -	\$ -	\$ -	\$ 182,951	\$ -	\$ 37,585	\$ 23,000	\$ -	\$ 243,536
Total routine expenses	\$ 2,381,833	\$ 223,983	\$ 14,631	\$ -	\$ 368,137	\$ 16,067	\$ 37,585	\$ 23,000	\$ 18,880	\$ 3,084,117
Capital improvements										
Architectural and engineering services	-	-	-	-	-	-	-	-	-	-
Site improvements	-	-	-	-	102,423	-	-	-	-	102,423
Dwelling structures	-	-	-	-	197,577	-	-	-	-	197,577
Total capital improvements	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Pass through payments										
Housing Assistance Payment-Occupied	-	1,761,036	136,068	-	-	-	-	-	-	1,897,104
CDC-downpayments & closing loans	-	-	-	-	-	-	-	-	172,134	172,134
Housing rehabilitation by AHIP	-	-	-	-	-	156,639	-	-	-	156,639
Total pass through payments	\$ -	\$ 1,761,036	\$ 136,068	\$ -	\$ -	\$ 156,639	\$ -	\$ -	\$ 172,134	\$ 2,225,877
Total expenses	\$ 2,381,833	\$ 1,985,019	\$ 150,699	\$ -	\$ 668,137	\$ 172,706	\$ 37,585	\$ 23,000	\$ 191,014	\$ 5,609,994
Excess (deficiency) of revenues over expenses	\$ 0	\$ (7,331)	\$ 6,133	\$ -	\$ 0	\$ 1,337	\$ -	\$ -	\$ 246	\$ 384
Restricted										
Economic Development	-	-	-	-	-	-	-	300,000	-	300,000
Section 8 Homeownership Loan Pool	-	-	-	-	-	-	-	100,000	-	100,000
Total restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Budgetary cash and investments, March 31	\$ 200,000	\$ 212,669	\$ 6,133	\$ -	\$ 0	\$ 1,337	\$ 939,600	\$ 184,000	\$ 246	\$ 1,543,984

form HUD 50075 (03/2003)

Charlottesville Redevelopment and Housing Authority
Proposed Public Housing Budget
For the Period of April 1, 2006 through March 31, 2007

	Approved 2005	Approved 2006	Proposed 2007
Budgetary cash and investments, April 1	\$ 793,463	\$ 801,803	\$ 200,000
Revenue			
PHA operating subsidy	1,091,352	1,114,833	1,173,456
Dwelling rental	875,736	867,528	892,441
Excess utilities	38,312	39,461	37,900
Investment income	7,344	23,915	8,000
Transfer from Capital Fund			182,951
Transfer from other sources	37,140	40,595	60,585
Grant from City of Charlottesville DSS	33,333	-	-
Other income			
Maintenance charges	17,060	17,572	8,500
Late fees	12,000	13,200	12,000
Vending machines	1,500	1,800	6,000
Court fees	-	-	-
Total other income	30,560	32,572	26,500
Total revenues	\$2,113,777	\$2,118,904	\$ 2,381,833
Expenses			
Administration			
Salaries	\$ 397,181	416,048	373,442
Benefits	132,463	142,903	132,705
Bonus	-		
Audit	4,146	4,146	4,146
Legal	8,951	9,399	11,400
Training			
Staff		-	-
Commissioners	2,000	-	-
Travel			
Staff		-	-
Commissioners	6,000	-	-
Insurance	98,241	90,500	116,000
Payment in lieu of taxes	20,340	35,000	35,000
Bad debt expense	8,500	8,500	-

form HUD 50075 (03/2003)

Other			
Advertising	3,200	3,200	3,200
Contractal services	30,372	29,472	12,769
Membership dues	2,490	2,580	3,000
Office supplies	10,270	10,513	18,500
Postage	6,900	6,900	7,000
Printing	4,080	4,080	3,000
Professional meetings	4,800	4,800	4,000
Publications, subscriptions	2,400	2,400	2,500
Rent	5,760	18,000	6,708
IT Support	-	-	23,106
Bank Fees			1,500
Telephone	20,964	16,606	20,000
Total other expenses	91,236	98,551	105,284
Total administration	\$ 769,058	\$ 805,047	\$ 777,976
Resident services			
Salaries	-	-	-
Benefits	-	-	-
Total personnel cost	-	-	-
Resident participation fees	8,716	8,289	8,289
Westhaven	-	-	-
Crescent Halls	-	-	-
Scattered Sites	-	-	-
South First Street	-	-	-
Individual Sites	-	-	-
Public Housing Association Residents	3,000	3,000	3,000
Total participation fees	11,716	11,289	11,289
Resident services grants			
Printing quarterly newsletter	-	-	-
Computer labs for adult education	7,000	-	-
Nursing clinic-Crescent Halls	10,000	-	12,000
Courage Works Youth Employment - QCC	-	-	6,000
Region Ten Afer School-6th	6,500	-	4,649
Westhaven After-School	1,000	-	2,140
Westhaven coalition-nursing clinic	10,000	-	12,000
Scholarships	5,000	-	9,011
Just Children	2,000	-	3,200
The Parent Center	500	-	-
Region Ten Strengthening Families	2,500	-	6,000
Piedmont Family YMCA	500	-	-
Youth Sports/Resident Activities by Comm Coord	10,000	-	-

form HUD 50075 (03/2003)

Total programs	55,000	55,000	55,000
Total resident services	66,716	66,289	66,289
Utilities			
Electricity	201,217	203,328	263,639
Gas	273,954	271,111	348,271
Sewer	102,306	98,794	94,674
Water	124,868	134,673	132,871
Total utilities	\$ 702,345	\$ 707,906	\$ 839,455
Protective contractual services	\$ 17,126	\$ 17,640	\$ -
Ordinary maintenance and operations			
Labor	260,598	321,725	295,676
Benefits	76,502	95,552	87,437
Materials and supplies	80,551	80,070	120,375
Contractual services	140,881	202,784	194,625
Total ordinary maintenance and operations	\$ 558,532	\$ 700,131	\$ 698,113
Total routine expenses	\$ 2,113,777	\$ 2,297,013	\$ 2,381,833
Total expenses	\$ 2,113,777	\$ 2,297,013	\$ 2,381,833
Excess (deficiency) of revenue over expenses	\$ -	\$ (178,109)	\$ 0
Budgetary cash and investments, March 31	\$ 793,463	\$ 623,694	\$ 200,000

Comprehensive Grant Program (CGP) Part I: Summary **Office of Public and Indian Housing**

HA Name Charlottesville Redevelopment and Housing Authority	Comprehensive Grant Number VA36P016501-03	FFY off Grant Approval 2003
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number ____
 Performance and Evaluation Report for Program Year Ending 2006
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	0	56,686	56,686	
3	1408 Management Improvements	137,000	106,315	106,315	106,315
4	1410 Administration	60,000	51,471	51,471	51,471
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	8,250	8,250	8,250
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	259,141	265,887	265,887	265,887
11	1465.1 Dwelling Equipment—Non-expendable	29,813	37,345	37,345	37,345
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	525,954	525,954	525,954	469,268
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director

Signature of Public Housing Director

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide	Maint. Apprenticeship, software, etc.	1408		137,000	106,315	106,315	106,315	
HA-Wide	Administrative	1410		60,000	51,471	51,471	51,471	
HA-Wide	A&E Services	1430		40,000	8,250	8,250	8,250	
16-1 Westhaven	Heating System	1460		0	209,679	209,679	209,679	
16-3 Crescent Halls	Exterior Lighting	1460		0	27,045	27,045	27,045	
	Steam Boiler Replacement	1460		0	24,942	24,942	24,942	
	Steam Boiler Replacement							
	Exterior Lighting	1465		29,813	37,345	37,345	37,345	
HA-Wide	Energy Conservation							
16-3 Crescent Halls	Renovate Elevators	1460		0	4,221	4,221	4,221	
		1450		58,253	0	0	0	
HA-Wide		1460		200,888	0	0	0	
	Operating Costs							
		1406		0	56686	56686	0	
Signature of Executive Director				Signature of Public Housing Director				

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charlottesville Redevelopment and Housing Authority	Comprehensive Grant Number VA36P016501-04	FFY off Grant Approval 2004
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number ____
 Performance and Evaluation Report for Program Year Ending 2006
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	0	123,092	0	0
3	1408 Management Improvements	105,191	123,092	123,092	15,619
4	1410 Administration	52,595	61,546	61,546	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	36,817	53,154	385	385
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	191,351	58,210	6,950	6,950
11	1465.1 Dwelling Equipment—Non-expendable	140,000	196,365	0	0
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)	89,505			
20	Amount of Annual Grant (Sum of lines 2-19)	615,459	615,459	191,973	22,954
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director

Signature of Public Housing Director

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

form HUD-52837 (9/98)

**U.S. Department of Housing
 and Urban Development**

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work²
				Original	Revised¹	Funds Obligated²	Funds Expended²	
HA-Wide	Maint. Apprenticeship, software, etc.	1408		105,191	123,092	123,092	15,619	
HA-Wide	Administrative	1410		52,595	61,546	61,546	0	
HA-Wide	A&E Services	1430		36,817	53,154	385	385	
16-1, 16-4 & 16-5	Replace Gutters, Leaders, Fascia & Snow Catchers	1460		36,176	36,176	0	0	
16-3 Crescent Halls	Replace Hot Water System	1465.1		140,000	196,365	0	0	
HA-Wide	Perform a complete survey of GFI outlets & repair/replace	1460		36,126	15,084	0	0	
HA-Wide	Energy Conservation	1460		0	6,950	6,950	6,950	
HA-Wide	Replace Exterior Lighting	1460		119,049	0	0	0	
HA-Wide	Contingency	1460		0	0	0	0	
HA-Wide	Operating Costs	1502		89,505	0	0	0	
HA-Wide		1406		0	123,092	0	0	

Signature of Executive Director

Signature of Public Housing Director

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary **Office of Public and Indian Housing**

HA Name Charlottesville Redevelopment and Housing Authority	Comprehensive Grant Number VA36P016501-05	FFY off Grant Approval 2005
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number ____
 Performance and Evaluation Report for Program Year Ending 2006
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)		115,185	0	
3	1408 Management Improvements	115,185	115,185	115,185	6,596
4	1410 Administration	57,593	57,593	57,593	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,315	40,315	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	28,246	28,246	0	0
10	1460 Dwelling Structures	334,588	219,403	0	0
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	575,927	575,927	172,778	6,596
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director

Signature of Public Housing Director

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide	Maint. Apprenticeship, software, etc.	1408		115,185	115,185	115,185	6,596	
HA-Wide	Administrative	1410		57,593	57,593	57,593	0	
HA-Wide	A&E Services	1430		40,315	40,315	0	0	
16-1 Westhaven	Pipe Insulation	1460		46,501	46,501	0	0	
16-3 Crescent Halls	Video Security	1460		15,000	15,000	0	0	
	Install Arrestors & Lightning Rod Equipment	1460		17,938	17,938	0	0	
	Extend Fire Sprinkler System							
	Install Drain at Chimney Base	1460		5,923	5,923			
	Install Shunt Trip of Fire Protection System	1460		12,813	12,813	0	0	
	Replace Elevator Room Equipment	1460		5,254	5,254	0	0	
	Rehab Elevators							
	Roof Replacement	1460		47,438	47,438	0	0	
	Hose Bibs							
16-4	Replace Stairs	1460		5,000	5,000	0	0	
	Erosion Protection	1460		38,850	38,850	0	0	
	Dumpster Pad Enclosures	1460		18,543	18,543	0	0	
	Dumpster Pad Enclosures	1460		10,086	6,143	0	0	
	Replace Sub-Flooring	1450		13,246	13,246	0	0	
16-5	Replace Gutters, GFI Survey,	1450		7,000	7,000	0	0	
	Replace Weather Stripping							
16-8 Single HA-Wide	Operating Costs	1450		8,000	8,000	0	0	
		1460		6,000	0	0	0	
		1460		105,242	0	0	0	
HA-Wide		1406		0	115,185	0	0	
Signature of Executive Director				Signature of Public Housing Director				

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part I: Summary

Office of Public and Indian Housing

HA Name Charlottesville Redevelopment and Housing Authority	Comprehensive Grant Number VA36P016502-03	FFY off Grant Approval 2003
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number ____
 Performance and Evaluation Report for Program Year Ending 2006
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)		22,217	22,217	22,217
3	1408 Management Improvements		22,217	22,217	4,908
4	1410 Administration		11,108	11,108	2,657
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable	111,087	55,545	55,545	21,188
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	111,087	111,087	111,087	50,970
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director

Signature of Public Housing Director

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Comprehensive Grant Program (CGP) Part II: Supporting Pages Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide	Maint. Apprenticeship, software, etc.	1408		0	22,217	22,217	4,908	
HA-Wide	Administrative	1410		0	11,108	11,108	2,657	
HA-Wide	Operating Costs	1406		0	22,217	22,217	22,217	
HA-Wide 16-3	Dwelling Equipment	1465.1		111,087	0	0	0	
Crescent Halls 16-4 Scattered Sites	Elevator Motor Rehab	1465.1		0	17,585	17,585	18,788	
	Water Heater Replacement	1465.1		0	37,960	37,960	2,400	

Signature of Executive Director	Signature of Public Housing Director
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¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement. form HUD-52837 (9/98)
²To be completed for the Performance and Evaluation Report. ref Handbook 7485.3

Implementation of the CRHA Resident Community Service Requirement

CRHA Responsibilities

(1) Eligibility Determination

The Charlottesville Redevelopment and Housing Authority (CRHA) will review every existing resident file to determine each adult member's status regarding community service per the following guidelines:

- a. As family status is determined, a letter or other certifiable document of receipt will be sent to each adult member of that family to notify him or her of status (exempt or non-exempt) and explaining the steps he or she should immediately proceed with through the housing representative.
- b. CRHA will include a copy of the general information section of its Community Service Policy and a listing of CRHA's and/or third party work and educational activities that are eligible for certification of the community service requirement.
- c. At the scheduled meeting with each non-exempt adult family member, not only will the parameters of the community service requirement be reviewed, but also the CRHA and/or third party work activities and education opportunities will be identified and selected for compliance with the annual obligation for certification at the annual lease renewal date.

(2) Work Activity Opportunities

The Charlottesville Redevelopment and Housing Authority has elected to provide to those adult family members who must perform community service activities the opportunity to select third party certifiable work items. The administration of the certification process is:

- a. **CRHA Provided Activities:** When qualifying activities are provided by the Housing Authority directly, designated CRHA employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities.
- b. **Third Party Certification:** When qualifying activities are administered by any organization other than CRHA, the family member must provide signed certification to the Housing Authority by such third party organization verifying that the family member has performed appropriate service activities for the required hours.
- c. **Verification of Compliance:** The CRHA is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in the participant's files.

- d. Notice of Noncompliance: If the Authority determines that a family member who is subject to fulfilling a service requirement but who has violated the family's obligation (a non-compliant resident), the Authority must notify the specific family member of this determination.

The Notice of Noncompliance must:

- 1. Briefly describe the noncompliance (i.e. inadequate number of hours).
 - 2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:
 - (a) The resident or any other non-compliance adult family member enters into a written agreement with the Authority to cure the non-compliance and in fact perform to the letter of the agreement;
 - (b) The family provides written assurance satisfactory to the CRHA that the resident or other non-compliant adult family member no longer resides in the unit.
 - 3. This Notice of Noncompliance must also state that the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a non-compliance determination.
- e. Resident agreement to comply with the service requirement: The written agreement entered into with the CRHA to cure the service requirement non-compliance by the resident and any other adult family member must:
 - 1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease.
 - 2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.
 - f. The Charlottesville Redevelopment and Housing Authority has developed a list of Agency certifiable and/or third party work activities from which each non-exempt adult family member can select to perform his or her individual service requirement.

Community Service Notification

Dear Resident,

Date_____

Sec. 512 of “ *The 1998 Quality Housing and Work Responsibility Act (QHWRA)*” requires that “...each adult resident of a public housing project shall...

- A. Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- B. Participate in an economic self sufficiency program... for 8 hours per month”.

NON-COMPLIANCE TO THE COMMUNITY SERVICE REQUIREMENTS COULD RESULT IN YOUR LEASE BEING TERMINATED.

Exemption to this provision applies to any household member who:

- Is 62 years of age or older
- I engaged in a work activity
- Meets the requirements for being exempted from having to engage in a work activity under the State programs funded under part A of the *Title IV of the Social Security Act*...welfare program of the state...or welfare to work program.
- Is a family receiving assistance under part A of *Title IV of the Social Security Act*... and has not been found to be noncompliance with the program.

The following listing identifies either the exempt or nonexempt status of all household members according to your latest annual Recertification:

- | | | |
|----------|-------------|----------------|
| 1. _____ | Exempt_____ | Nonexempt_____ |
| 2. _____ | Exempt_____ | Nonexempt_____ |
| 3. _____ | Exempt_____ | Nonexempt_____ |

The compliance by any nonexempt adult household begins_____

I hereby certify that I am in compliance with the QHWRA community Service Requirements.

Signature of Household Adults

Date

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

If you have any questions please call Michele Robinson at (434) 296-1863

**Charlottesville Redevelopment and
Housing Authority
500 South First Street
Charlottesville, Va. 22902
(434) 296-1863 Fax (434) 971-4795**

Date: _____

Dear Resident,

This letter will provide you with the necessary information needed to fulfill your community service obligation stated in your lease Section 13 (M).

Enclosed

- Brochure explaining the basic outline of the Community Service Programs.
- A list of possible placement opportunities.
- **Personal Declaration requiring your signature is to be returned to the Rental Office at 500 South First Street, within (5) Five days from the date of this notice**

If further assistance is needed feel free to call Michele Robinson with your questions or concerns (434) 296-1863.

Thank you,

Michele Robinson
Housing Technician

DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and to review income-mix among various sites.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permitted to reach targeted thresholds.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's de-concentration efforts.

The PHA will use the tenant income information in an assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purpose of assisting the PHA in its de-concentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular development, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the development needs to be re-designated as a higher or lower income project or whether the PHA has met the de-concentration goals and the development needs no particular designation.

De-concentration and Income-Mixing Goals

The CRHA strives through its various economic self sufficiency and educational programs to achieve de-concentration of extremely poor families at any one site and income-mixing throughout its developments.

The PHA's income-mixing goal is a long-range goal which recognizes that residents of its developments designated for the elderly may be on fixed incomes which are not likely to be altered by HUD's income mixing goals.

The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The CRHA will target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families".

Apart from the elderly hi-rise development, CRHA's incomes for all projects fall within similar ranges. Where there is significant disparity in the percentages of very low- and others extremely low-income families at the various developments, the size of the units, the presence of larger, multiple-income families appear to account for the disparity.

The PHA will strive to achieve de-concentration of poverty and income-mixing through active pursuit of economic development opportunities for families which are designed to increase the total number of lower income families into higher income brackets.

CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY

PET POLICY

It is the policy of the Charlottesville Redevelopment and Housing Authority to permit pets only as provided in this Policy, as authorized by 24 CFR, part 960, subpart G, Section 960.707. The purpose of the Policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all tenants to clean, quiet and safe surroundings. The Policy and the rules stated herein have no application to animals that are used to assist the handicapped or disabled as authorized in Section 227(d) of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1(d)).

Residents shall pay the Housing Authority the sum of \$50.00 as a pet deposit to cover any damages to the unit before moving into an apartment, or when the pet is acquired. This deposit will be placed in an escrow account and the agency will refund the unused portion of the deposit, plus any accrued interest, to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

In addition, residents shall pay the Housing Authority the sum of \$25.00 as a non-refundable fee to cover the additional operating costs to the project related to the presence of pets.

Rules governing the keeping of pets in or on Housing Authority property are as follows:

1. Residents may own one or more common household pets, depending on apartment size, such as a dog, a cat, fish in an aquarium or bowl of not more than ten gallon capacity, a small caged bird, a guinea pig, a hamster or a gerbil. Only one pet will be allowed in one bedroom units, and in two bedroom units at Crescent Halls. All other units will be limited to a maximum of two pets.
2. No resident or resident family will be allowed to keep multiple pets of the same species, such as two cats or two dogs - this provision of the policy does not apply to fish.
3. A dog or cat kept as a pet must weigh no more than 30 pounds when mature.
4. In accordance with the City ordinance, no owner of an animal which is known or reasonably suspected of being dangerous shall suffer or permit such animal to run at large in the city or be kept in the city at any time except in strict confinement in such manner as to be safe for the public at large or any person who may have occasion to go on the premises on which such animal is kept.
5. Residents will provide the Housing Authority with a written description, and photograph, of any dog or cat kept as a pet.
6. When residents acquire a dog or cat they shall provide written proof to the Housing Management Office of the following:

- * Current dog license from the City of Charlottesville
- * Current inoculation against rabies
- * Current inoculation against distemper
- * Current inoculation against parvovirus.

Documentation that their pet has been spayed or neutered.

Note: Items indicated by an asterisk must be provided annually during lease re-certification.

7. Residents shall comply with all Charlottesville City Code provisions regarding animals.
8. Dogs and cats must wear an ID collar at all times.
9. Dogs and cats are **not allowed** in common areas, and must remain inside the apartment or the resident's yard unless on a leash. Dogs not on a leash will be considered strays. A guinea pig, hamster or gerbil must remain inside the tenant's apartment.
10. No birds of prey, wild animals, or dangerous or poisonous pets are permitted.
11. Residents shall not allow their pets to interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching or other such activities. Any animal that causes bodily injury to any individual will be removed permanently from property of the Housing Authority.
12. The Housing Authority has the right to conduct a pet inspection once every three months
13. The Housing Authority may enter a unit to transfer any dog or cat that is left unattended or 24 hours to the proper authority. The Housing Authority accepts no responsibility for pets so removed.
14. Residents shall not take care of a pet in their home for another person.
15. Residents may not alter patio or yard areas to accommodate pets; no dog houses or outside cages.
16. Residents shall not feed stray animals. Tenants who feed or house strays will be considered to be keeping a pet without permission.
17. Residents must provide the Housing Authority with an emergency contact number if required for care of the pet.
18. All animal waste is to be picked up and disposed of by the resident in sealed plastic bags and placed in the dumpsters/trash cans.
19. Non-compliance with this policy shall be considered a violation of the lease.

Public Comments on Annual Plan

Executive Director's Responses to all questions were given on 11/15/2006 at Public Meetings at 3:30 pm at City Hall and 6pm at he Crescent Hall Community Center

Key: Q=Question, A= Answer, C= Comment

9/14/2006 PHAR Meeting 6pm- 7:30 pm Crescent Hall Community Center

1. **Q:** Can we follow-up with the police chief about security issues at Westhaven? We also need to discuss increased security at all the sites.
A: Yes, we'll arrange appropriate meetings with the Police Department.
2. **Q:** Can other sites get the curb appeal Crescent Halls has?
A: Yes. Curb appeal issues (e.g. water stains under air conditioning units) will be addressed.
3. **C:** People are still sending kids out to dump their trash. All sites need fences around their dumpsters like Westhaven has.
A: CRHA will consider adding this request to the next capital budget. If dollars become available before then, this work will be strongly considered.
4. **Q:** When are they going to fix the lights at South First Street?
A: Project should be underway in December 06.
5. **C:** Crescent Halls needs: new carpets, their front door buzzer replaced and to get their windows cleaned and weather proofed
A: Door buzzers are included in the capital budget. Carpets are normal replacement items and are addressed as necessary. Window replacement is an issue that needs to be addressed.
6. **PHAR requested that the CRHA bring a copy of the Capital Fund Section to the next public meeting. (This was done.)**

10/3/2006 CRHA Annual Plan Public Hearing 5:30- 6:30 pm Crescent Hall Community Center

7. **Q:** What can we do to draw attention to the fact that Housing Authorities (HA) need more money?
A: You can call your representatives and encourage others to do so. We can not lobby.
8. **Q:** How do people get so behind in rent? Is it because you do not have enough staff?
A: There are many reasons including increased financial stresses on the low-income community members served by CRHA. Additionally, CRHA could greatly use more staffing to increase the effectiveness of knock and talks. Unfortunately right now we find that many people do not come in to talk to us after we send them letters and do the knock and talks. This is currently a staffing issue also as we are understaffed and the property manager will need to build stronger relationships with residents.
9. **Q:** What happens if someone is on disability and their social security check doesn't come in?

A: Come see us and let us know so we can help you with this. We need people to let us know they are in trouble or having problems before they get too behind.

10. Q: Are flat rents being used are they comparable to what is being used and are federal preferences no longer counted? Would flat rents take on an income of a person?

A: Flat rents are based on area FMR an option you can talk to the rental office about this and they can explain it to you. The federal preferences have not been removed. We will bring an FMR handout to the next public meeting.

11. C: You need to resurrect having a designated Resident Services staff and a Maintenance Moratorium on repairs. You need to have a workshop on Maintenance Charges.

A: These things are always on the table not just at Annual Plan time. After the upcoming discussion about a new set of maintenance charges, a training about that system will be implemented.

12. C: We have a communication issue since Resident commissioners are not representing residents and not all residents want to come to PHAR meetings. You have a bunch of people sitting in the hall now who are refusing to give input.

A: There are many different ways we could look at doing things jointly to get input and hear a mixture of ideas. We need to be able to have more meetings with the RAB next year. This year since it was a building year for PHAR it was very hard for PHAR to be in a place to get together a RAB for early meetings. It is important that residents also attended resident service committee meetings or share their concerns with someone who does. This meeting moves site to site and the property manager attends most of these meetings and is available to answer questions.

10/19/06 Public Meeting at South First Street Community Center 5:30 pm- 6:30 pm
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13. C: The doors on my apartment need weather stripping, my kitchen window screen has a hole and my gutter leaks.

A: Please call the Maintenance office and let them know these things. We are having the Maintenance department handle the gutters at all sites.

14. C: Some people are afraid of calling the Maintenance department because they don't want to be charged.

A: We need you to report these items. If you feel you were charged unfairly please contact us and let us know.

15. Q: Why are there hardly any capital improvements listed in the future for Westhaven? What are you doing with the \$200 K from the CDBG? What about fixing the privacy fences in Westhaven by replacing them with wooden ones? Can you use this funding for programs or curb appeal?

A: Theoretically we could use the CDBG funding for those things but as with the Capital Budget also we are trying to focus on the most pressing structural renovation needs first.

16. C: We really have a problem with people illegally dumping trash at our sites and the way the trash company picks up our trash and sets the bins back.

A: Please let residents know to contact us if they see these issues so we can follow-up. The CRHA Maintenance Director has been notified of possible issues with how dumpsters are placed on their pads.

17. C/Q: The utility bills are killing us. This causes a real challenge to have this bill on top of everything else when trying to make ends meet. Sometimes it is a toss up between rent, medicine and food. Can you see if the utility allowance is right? Why do different sites pay for different things?

A: We can look into doing another energy audit. We realize in building the units they put different meters at different sites. Our staff have recently been trained to read the meters more accurately which may have resulted in an increase. Next year the energy contract we have expires and we will have to renegotiate it and it will most likely increase. One of our board members is planning a presentation to the board on the benefits of upgrading for energy efficiency.

Questions received 10/25/06 from Legal Aid while helping PHAR in their Annual Plan review

18. Q: What is the current policy on move-in security deposits - full v. partial payment?

A: Security deposit is one month rent or \$100, whichever is more. Residents must pay a minimum of 1/3 up front and must pay a minimum of 1/3 each of the next two months.

19. Q: What is the status of self-sufficiency program & who is in charge - §12, page 38?

A: Heather Jeffries is in charge of the FSS program. It is up and running but not taking new participants at this moment. We expect to begin enrolling new participants at the first of the year.

20. Q: What is the status of regular meetings with police & tenants – §13, page 42?

A: CRHA meets regularly with the local police. We've met on occasion with residents and police but it's not yet a regular meeting. Our intent is to get regular meetings with residents and police shortly.

21. Q: What does it mean where it says -"All applicants are processed for eligibility" – §3, page 19 top?

A: We're starting to process all applicants for eligibility as they come in the door so that all are ready to go when they come off the list. It does tend to take a few months to determine eligibility as landlords / employers often don't respond to verifications very quickly.

11/2/06 Public Meeting at Westhaven Community Center 5:30 pm- 6:30 pm

22. Q: On page three what were some of the safety improvements the CRHA made? Did we do anything else with CPTED (Crime Prevention Through Environmental Design) stuff?

A: We have been working with the police to get better coverage. The gate at Sixth Street is now open. We have been responding to resident's suggestions for removing high bushes.

23. Q: Why are there so many vacant units?

A: At the end of July, CRHA experienced a spike in residents not able to pay their rent and/or repayment agreements. The subsequent evictions have created a greater number of vacant units to fill. A big issue in filling those units is that many applicants are unable to provide a minimal security deposit when offered a unit.

24. Q: Why did we not apply for FSS grants last year?

A: We were a "Troubled" agency last year and not eligible for HUD grant funding

25. Q: What are you doing as far as helping residents get jobs?

- A:** We are currently partnered with CPTJ and PVCC.
- 26. Q:** How are postings of policy changes being done?
- A:** All policies are posted a minimum of thirty days. We often post for longer. All residents get the public notice in their rent statements. When we did the waiting list purge we actually mailed out the whole policy to everyone.
- Q:** Can you send out a bulleted list also that list the changes? I am concerned as some folks don't read or comprehend these mailings.
- A:** We can look into this and consult with PHAR regarding it.
- 27. Q:** Can you list (like you have in the past) where items are on display that support the annual plan?
- A:** Yes, we have done this.
- 28. Q:** Why are the waiting list numbers so different this year form last year?
- A:** We purged the waiting list. So it is more accurate now.
- 29. Q:** What are admission preferences for working families is this a change?
- A:** There is an admissions preference for families living or "working" in Charlottesville. There has been no change.
- 30. Q:** What is the item on page 16 about encouraging people to work?
- A:** That is part of the FSS program.
- 31. Q:** Why is AHIP (Albemarle Housing Improvement Program) listed on page 17 they were not there last year?
- A:** They should have been. We partner with them on special projects with substandard housing.
- 32. Q:** What is the \$26, 500 admin on page 18 for?
- A:** That revenue is a combination of maintenance charges, late fees and vending machine earnings.
- 33. Q:** Why did you check that you don't do background checks with local law offices?
- A:** We now do it with an online service.
- 34. Q:** Why is "elderly and disabled" added on page 21 and page 22, they were not there before?
- A:** They should have been. This was also a new AP template from HUD this year.
- 35. Q:** Why are victims of reprisals and hate crimes not checked this year?
- A:** It is not a preference on file and we are not sure why it was checked before.
- 36. Q:** Why did you not check the box about briefing on page 28-29? Did you stop?
- A:** We still do briefings we just do not do them exactly like everything on the list.
- 37. Q:** Why did the HCV percentage change? Do you not let people get higher rents?

A: We did this to enable us to issue more vouchers. They can still get 90- 100% but not over except for special circumstances.

38. Q: On page 31 why does it talk about a Maintenance Office plan will their policies be changing?

A: We will be putting together standards of procedure (SOP's) for Maintenance and all other departments.

39. Q: The crime statistics on page 40 bother me. Can we get a summary showing how many people who commit crimes on our sites are actually residents and which are not residents?

A: We can discuss this with the police department. With the current way they do it may be a challenge. We can talk to them about getting better information.

40. C: I think you should uncheck the box on page 42 as the residents are not invited on a "regular" basis to the meetings with the police.

A: We have discussed it and un-checked it.

11/12/06 Public Housing Association of Residents (PHAR) - E-mailed summary of questions
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Q #	2007 Page	2006 Page	Topic	Comments	Answer
41.	<i>5-Year Plan</i> Page 2	<i>5-Year Plan</i> Page 3	PHA Goal: Improve the quality of assisted housing	Last year and this year you checked the box that states Renovate or modernize public units. Have discussions started and will this be done through the Redevelopment Committee?	Discussions have not started committee assignment to be determined by board of commissioners.
42.	02	04	HUD Strategic Goal: Improve community quality of life and economic vitality: Implement public housing security	Is this for all the sites? And what are the security improvements envisioned over the five years?	Yes, security will be addressed at all sites and measures implemented over last 18 months include new entry system for CH. Realignment of physical security, new security lighting at 6 th & S. 1 st and closer monitoring of crime stats in neighborhoods (Refer to response #1.
43.	03	04	HUD Strategic Goal: Promote self-sufficiency and assist families and individual	Is the self-sufficiency program up and running? Who is the contact person?	Please refer to response for number 19.
44.	04 05	05 06	Other PHA Goals and Objectives: C, D	Both last year and this year you said that the CRHA turn-around	The year average Turnover time is 24 days Currently.

form HUD 50075 (03/2003)

			& G	<p>time would be “less than 15 days”. What has been the actual average? There are seem to be a lot of vacant units, why? And what are some of the problems?</p> <p>How do you encourage residents to enroll in the Family Self Sufficiency Program?</p> <p>Last year (G) indicated a goal of increasing grant funds. This year the goal is gone. Why?</p>	<p>Manpower and prioritization have affected this rate. Vacant units 3- 8% depending on eviction rates and lease-up rates.</p> <p>Outreach has not been sufficient however beginning January 2007 following staff training outreach will improve.</p> <p>Seeking additional grant opportunities will be pursued in FY 07</p>
45.	<p><i>PHA Annual Plan</i></p> <p>06</p> <p>07</p> <p>08</p>		<p>Capital Needs</p> <p>Energy Audit</p> <p>Revised policies</p>	<p>It seems that there is only new gutters are listed for Westhaven. What about fences and steaming cleaning the exteriors?</p> <p>Are residents aware of your energy audit? Has there been opportunity to comment?</p> <p>Have these revised policies gone to Residents for a 30-day comments period?</p>	<p>Please refer to response #15. Curb appeal issues will be addressed through the current budget.</p> <p>Please refer to response #17. Energy audit was done in FY06 presented publicly at board meetings and through committees.</p> <p>Please refer to response #26.</p>
46.	09	10	<p>Annual Plan Table of Contents -19, 14, Attachments</p>	<p>Where are the comments & responses from to the 2006 Annual Plan? What does “Pets (Inactive for January 1 PHAs) mean? Admissions Policy for De-concentration, please explain.</p>	<p>Comments from last years annual plan are include in the plan this years will be added at the conclusion of public meetings. This was a typo and has been removed. This policy is included with attachments p.25 #6.</p>
47.	10	12	<p>List of supporting documents available for review</p>	<p>Locations are not listed.</p>	<p>Have listed these.</p>

48.	1. <i>Statement of Housing Needs</i> 12	1. <i>Statement of Housing Needs</i> 15	Jurisdictions Served Housing Needs - Public Housing and Section 8	What is the jurisdiction served by the PHA? Charlottesville only? Numbers are different for the two tables, what is the difference?	Charlottesville only They are two different charts.
49.	16	18	Families at or below 50% of AMI	What are the to-be adopted “rent policies to support and encourage work”?	This refers to the FSS and Apprentice programs
50.	17		Other Housing Needs & Strategies (2) Reasons for selecting Strategies	Please explain collaborations with Neighbor Development Services and AHIP	Primarily through the substantial rehab, down-payment assistance and closing cost assistance programs
51.	2. <i>Statement of Financial Resources</i> 18	2. <i>Statement of Financial Resources</i> 20	Financial Resources 2. Prior Year Capital Fund 502-03 4. Other Public Housing Income	These are different from last year, please explain. What is this?	These are adjusted by HUD annually Please refer to response number 32.
52.	3. <i>PHA Policies – Eligibility, etc</i> 19	3. <i>PHA Policies – Eligibility, etc</i> 21	Public Housing Eligibility 1-A, 1C & E,	For 1a, what does “Other: All applicants are processed for eligibility: mean? What has changed? Last year 1c was checked “yes”, now “no”. Last year 1e was checked “yes”, now “no”. These are different, Please explain	Goal is to start processing all applicants upon submission of application. Please refer to reference number 33.
53.	21	23	Admissions preferences-2- Other preferences	Elderly Disabled head of household or spouse was added this year. Why? What is the standard of disability?	The template is slightly different. Please refer to response # 34 We refer to standards as defined by HUD.
54.	22	24	3-Other	What weight is given to “other” preferences?	It is equally weighted as are all preferences if your are a resident of Charlottesville
55.	24	26	Eligibility 1-b, 1-d	Last year b & d were checked “yes”, this year all 3 are checked “no”. Please explain.	Please refer to number 33
56.	25	27	(4) Admissions Preferences-A – Targeting	“No” was checked for last year, this year is “yes”. Please explain.	Yes we always intend to exceed it.

			Requirements 2- Other	Last year, Victims of reprisals or hate crimes box were checked this year it is not why?	Please refer to response number 35. A policy to include this preference will be considered.
57.	4. Rent Determination Policies 29	4. Rent Determination Policies 31	Income Base Rent Policies (f) Rent Determinations, third box v. fourth box	Why not report changes only above a threshold amount? This would ease the burden on both tenants and the CRHA?	Currently policy mandates all increases to be reported.
58.	5. Operations & Management 31	5. Operations & Management 33	HUD Programs Under PHA Management Management and Maintenance Policies	This year CRHA reports a loss of 40 regular Section 8 vouchers. Why? What has happened to the 75 special purpose vouchers reported last year and now as N/A? Last year a list of specific policies was referenced, eg, One Strike, CRHA lease, Maintenance Plan, etc. Now they are gone.	Our allocations remain 344 our projected lease-up is 301 due to limited funding. Those were the mainstream vouchers that are now managed by PHA not the CRHA. They are individual policies with in larger policies that are noted (i.e one-strike is part of ACOP continued occupancy policies)
59.	11. Homeownership Programs 38	11. Homeownership Programs 42	Family Self-Sufficiency Programs	It shows that between Section 8 and Public Housing the CRHA has 20 participants for this year. Who is administering the program? Are status reports given? Are residents aware of the program?	Please refer to response # 19. Status reports have not been generated but will be in 2007.
60.	13. Safety & Crime Prevention 40	13. Safety & Crime Prevention 44	Need for measures to ensure the safety of Public Housing	It is noted that there are crime statistics over time for crimes committed "in and around" public housing, is there the same statistic for crimes committed in the actual public housing sites?	Please refer to # 39.
61.	41	44	Coordination between the PHA and the police	The box is checked that police regularly meet with PHA management and residents. When were or when will be the regular meetings	Please refer to reference #40.

				with residents. Please explain.	
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Resident Advisory Board and Officers

PHAR Board and Staff, 2005-06 (as of 10/03/06)

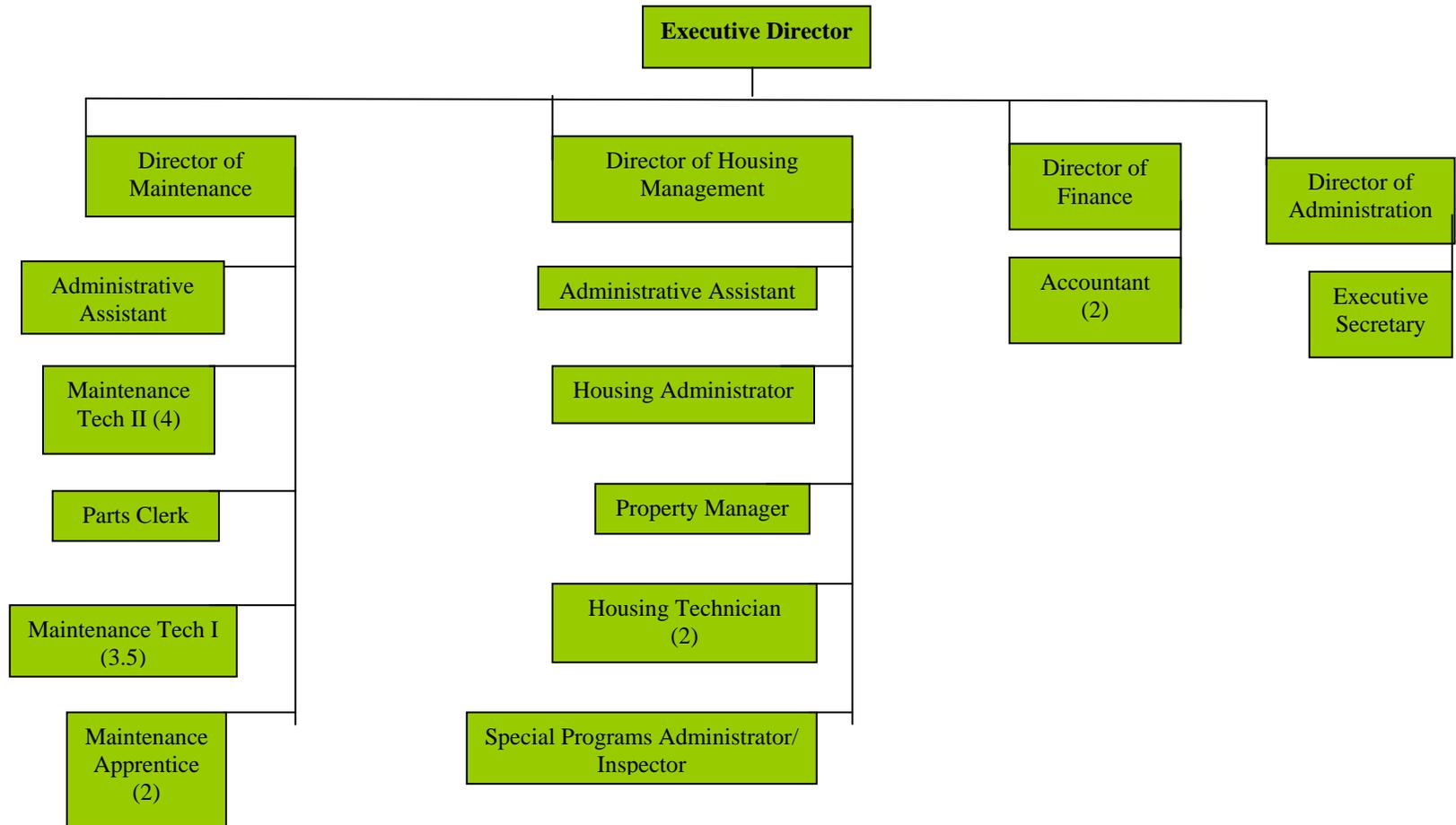
PHAR Board of Directors

CRHA Neighborhood	Name	Mailing Address
Crescent Hall	Steve Abercrombie	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
	Shirley Powell	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
South First St.	Shymora Cooper	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
	DeeDee Gilmore	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Westhaven	Joy Johnson	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
	Theodore Johnson	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Madison Ave.	Tim Smith	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Michie Dr.	Sherrie Pleasants	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Riverside Ave./ Scattered Sites	Dashe Morton	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Sixth St.	Judy White	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
At-Large	Marilyn Clark	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
At-Large	TBD	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
CRHA Section 8 Voucher Holder	Susan Chambers Rose	1000 Preston Ave., Ste. C, Charlottesville, VA 22903

PHAR Staff

Title	Name	Mailing Address
Community Organizer	Harold Folley, Jr.	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
GOLD Program Director	Holly Edwards	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Grants Manager	Linda Kobert	1000 Preston Ave., Ste. C, Charlottesville, VA 22903
Bookkeeper	Chris Johnson	1000 Preston Ave., Ste. C, Charlottesville, VA 22903

CRHA Organizational Chart



Charlottesville Redevelopment

And

Housing Authority

Housing Choice Voucher/Section 8 Administration Plan

Annual Plan for Fiscal Year 2007

Submitted 12/26/2006

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Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

1.1 INTRODUCTION: The Section 8 Program derives its authority from the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, are described in and implemented throughout this Administrative Plan. The Section 8 tenant-based assistance programs are federally funded and administered for the City of Charlottesville by the Charlottesville Redevelopment and Housing Authority (hereinafter CRHA).

CRHA's administration of the Section 8 Program and the functions and responsibilities of the CRHA staff shall be in compliance with the CRHA's Personnel Policy and the Department of Housing and Urban Development's (hereinafter HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

1.2 JURISDICTION: The jurisdiction of the CRHA is the City of Charlottesville.

1.3 HOUSING AUTHORITY MISSION STATEMENT: The mission of the CRHA is the same as that of the Department of Housing and Urban Development: to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination for low income families of Charlottesville, Virginia.

1.4 FEDERAL & LOCAL GOALS: [24 CFR 982.1]

- A. **HUD Strategic Goal One:** Increase the availability of decent, safe, and affordable housing.
 - 1. **Local CRHA Goal:** Expand the supply of assisted housing by applying for additional rental vouchers and leveraging private or other public funds to create additional housing opportunities.
 - 2. **Local CRHA Goal:** Enhance the quality of assisted housing by improving specific management functions such as listings and voucher unit inspections; improving overall voucher management as demonstrated by the SEMAP score; increasing customer satisfaction; providing timely response to voucher holders within 15 business days; and providing replacement vouchers.
 - 3. **Local CRHA Goal:** Increase assisted housing choices by providing voucher mobility counseling; conducting outreach efforts to potential voucher landlords; increasing voucher payment standards; and implementing voucher homeownership programs.
- B. **HUD Strategic Goal Two:** Improve community quality of life and economic vitality
 - 1. **Local CRHA Goal:** Provide an improved living environment by creating employment opportunities to minimize poverty through advertising to and employing program participants when openings arise.
- C. **HUD Strategic Goal Three:** Promote self-sufficiency and asset development of families and individuals
 - 1. **Local CRHA Goal:** Promote self-sufficiency and asset development of assisted households by increasing the number and percentage of employed

persons in assisted families and providing or attracting supportive services that improve assistance recipients' employability and increase independence for the elderly or families with disabilities.

D. HUD Strategic Goal Four: Ensure Equal Opportunity in Housing for All Americans

1. **Local CRHA Goal:** Ensure equal opportunity and further fair housing by undertaking affirmative measures to ensure access to assisted housing and a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, sexual orientation, familiar status, and/or disability, and by continuing to offer diversity training to staff and program participants.

E. Other Local CRHA Goals: (List below)

1. To encourage and promote voucher holder participation through focus groups, resident tenant associations and advisory boards.
2. To establish new partnerships with public and private organizations that will assist program participants in personal and professional development.
3. To maintain and improve our financial stability through increased reserves.
4. To increase grant funded awards to CRHA.

1.5 PURPOSE OF THE CRHA ADMINISTRATIVE PLAN: [24 CFR 982.54] The purpose of the Administrative Plan is to clearly establish the CRHA's Section 8 policies and to ensure that these policies are consistent with both HUD requirements and local goals and objectives. The Housing Choice Voucher Program was implemented on October 1, 1999, and pre-merger Housing Voucher tenancies and Over Fair Market Rent tenancies converted automatically to Housing Choice Voucher tenancies on that date. The CRHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. The CRHA will revise this Administrative Plan to comply with changes in HUD regulations. The Board of Commissioners of the agency must approve the original Plan and any changes. The pertinent sections must be included in the Agency Plan, with a copy provided to HUD.

This Administrative Plan is a supporting document to the CRHA Agency Administrative Plan, and is available for public review as required by CFR 24 Part 903. Applicable regulations include:

- | | |
|------------------|--|
| 24 CFR Part 1: | Nondiscrimination in federally Assisted Programs of HUD-Effectuation of Title VI of the Civil Rights Act of 1964 |
| 24 CFR Part 5: | General Program Requirements: Waivers (Subparts A through H) |
| 24 CFR Part 8: | Nondiscrimination based on handicap in federally Assisted Programs |
| 24 CFR Part 35: | Lead-Based Paint Poisoning Prevention in Certain Residential Structure (Subpart A, B and M) |
| 24 CFR Part 100: | Discriminatory Conduct under the fair Housing Act |
| 24 CFR Part 792: | Public Housing Agency Section 8 Fraud Recoveries (Subparts A and B) |
| 24 CFR Part 888: | Section 8 Housing Assistance Payment Program – Fair Market Rents and Contract Rent Annual Adjustment Factors (Subparts A and B) |
| 24 CFR Part 908: | Electronic Transmission of Required Family Data for Public Housing, Indian Housing, and the Section 8 Rental Voucher, and the Moderate Rehabilitation Programs |
| 24 CFR Part 982: | Section 8 Tenant-Based Assistance: Housing Choice Voucher Program |

- 24 CFR Part 983: Section 8 Project-Based Certificate Program
24 CFR Part 984: Section 8 and Public Housing Family Self-Sufficiency Program
24 CFR Part 985: Section 8 Management Assessment Program (SEMAP)

1.6 ADMINISTRATIVE FEE RESERVE: [24 CFR 982.54(d)(21)] Expenditures from the Administrative Reserve (Operating Reserve) for rental assistance payments shall not exceed \$ 50,000 per occurrence nor more than \$100,000 in the aggregate for each fiscal year without the prior approval of the Board of Commissioners.

1.7 RULES AND REGULATIONS: [24 CFR 982.52] This Administrative Plan is set forth to define the local policies governing CRHA's housing programs. All issues related to Section 8 not addressed in this document are governed by such Federal regulations, HUD Memos, Notices and guidelines, or other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated Annual Contribution Contract and all HUD-approved applications for program funding.

1.8 TERMINOLOGY: The following words, terms, and phrases, when used in this policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. Charlottesville Redevelopment and Housing Authority is referred to as CRHA or Housing Authority throughout this document.
- B. Family is used interchangeably with Applicant or Participant and can refer to a single person family.
- C. Tenant is used to refer to participants in terms of their relation to landlords.
- D. Landlord and owner are used interchangeably.
- E. Disability is used where handicap was formerly used.
- F. Non-citizens Rule refers to the regulation effective June 19, 1995 restricting assistance to U.S. citizens and eligible immigrants.
- G. Section 8 Programs are also known as the Housing Choice Voucher Program.
- H. HQS means the Housing Quality Standards required by regulations as enhanced by the CRHA.
- I. Failure to Provide refers to all requirements in the first Family Obligation. See Denial or Termination of Assistance chapter.
- J. Merger date refers to October 1, 1999, which was the effective date of the merging of the Section 8 Certificate and Voucher programs into the Housing Choice Voucher Program.

1.9 FAIR HOUSING POLICY: [24 CFR 982.54(d)(6)] It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The CRHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, sexual orientation, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability.

To further its commitment to full compliance with applicable Civil Rights laws, the CRHA will

provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request.

To keep current with new developments, all Housing Authority staff will be required to attend fair housing trainings, such as those sponsored by HUD and other local organizations.

CRHA will inform employees of the importance of furthering fair housing and providing equal opportunity to all families. CRHA will provide reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters shall be posted throughout the Housing Authority offices, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Except as otherwise provided in 24 CFR 8.21(c)(1), 24 CFR 8.24(a), 24 CFR 8.25, and 24 CFR 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the CRHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the CRHA's office in such a manner as to be easily readable from a wheelchair.

The CHRA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired will be accommodated through a Telephonic Device for the Deaf (TDD) or other similar device.

1.10 REASONABLE ACCOMMODATIONS POLICY: [24 CFR 100.202]

- A. General Policy:** It is the policy of this CRHA to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

The CRHA's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services.

B. Procedure for Obtaining Accommodation:

1. A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before the CRHA will treat a person differently.
2. CRHA has specific eligibility requirements, which are set forth in sub-section C below.
3. Once the person's status as a qualified person with a disability is confirmed, the CRHA will obtain verification that the person needs the specific accommodation due to their disability. CRHA will determine whether the accommodation is required for an individual to have equal access to the housing program.
4. The CRHA will then provide a written decision to the person requesting the accommodation within 21 calendar days. This written response shall accept the accommodation, suggest an alternative accommodation, and/or deny the accommodation.
5. If a person is denied the accommodation or feels that the alternative suggestions

are inadequate, they may request an informal conference to review the CRHA's decision.

C. Eligibility: To be eligible to request a reasonable accommodation, the requester must certify or verify upon request that they are a person with a disability under the following ADA definition:

1. A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
2. A record of such impairment; or
3. Being regarded as having such an impairment

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 24 CFR 5.403, individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

D. Verification of Disability: The CRHA will verify disabilities under definitions in the Fair Housing Amendments Act of 1988 [42 USCS 3602], the 1973 Rehabilitation Act [29 USCS 701 et seq.] and the Americans with Disabilities Act [42 USCS 12101].

E. Undue Administrative Burden: If the CRHA finds that the requested accommodation creates an undue administrative or financial burden, the CRHA will deny the request and/or present an alternate accommodation that will still meet the need of the individual.

1. Undue Administrative Burden: An undue administrative burden is one that requires a fundamental alteration of the essential functions of the CRHA (i.e., waiving a family obligation) or other health and safety concerns.
2. Undue Financial Burden: An undue financial burden is one that, when considering the available resources of the agency as a whole, would pose a financial hardship on the CRHA.

F. Advocates: Reasonable accommodations will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide information on behalf of an individual requesting accommodation. This individual (with permission) will be allowed to speak for the participant with a disability.

G. Other Accommodations: All CRHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

1.11 APPLYING FOR ADMISSION: All persons who wish to apply for any of the CRHA's programs must submit a pre-application that follows the terms of the CRHA public notice. Applications will be made available in an accessible format upon request from a person with a disability.

To provide specific accommodations to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.

When the applicant's name comes up on the waiting list, CRHA will verify the application at the eligibility appointment. Applicants are interviewed by CRHA staff to review the information on the application form.

Verification of disability as it relates to the Fair Housing Amendments Act of 1988 or the 1973 Rehabilitation Act, or reasonable accommodation, as it relates to the Americans with Disabilities Act, may be requested at this eligibility meeting.

The application will also include questions asking all applicants whether reasonable accommodations are necessary.

1.12 TRANSLATION OF DOCUMENTS: In order to assist non-English speaking families, the CRHA will provide translations of documents in other languages where feasible. In determining whether it is feasible to provide translation of documents written in English into other languages, the CRHA will consider the following factors

- A. Number of applicants and participants in the jurisdiction who do not speak English and instead speak the other language.
- B. Estimated cost to CRHA per client of translation of English written documents into the other language.
- C. The availability of local organizations to provide translation services to non-English speaking families.

CRHA will maintain forms on file where the number of applicants warrants such a response.

1.13 MANAGEMENT ASSESSMENT OBJECTIVES: The CRHA operates its housing assistance program with efficiency and can demonstrate to HUD auditors that the CRHA is using its resources in a manner that reflects its commitment to quality and service.

- A. The CRHA policies and practices are consistent with the areas of measurement for the following HUD SEMAP indicators.
 - 1. Selection from the Waiting List
 - 2. Reasonable Rent
 - 3. Determination of Adjusted Income
 - 4. Utility Allowance Schedule
 - 5. HQS Quality Control Inspections
 - 6. HQS Enforcement
 - 7. Expanding Housing Opportunities
 - 8. Payment Standards
 - 9. Annual Re-examinations
 - 10. Correct Tenant Rent Calculations
 - 11. Pre-Contract HQS Inspections
 - 12. Annual HQS Inspections
 - 13. Lease-up
 - 14. Family Self-Sufficiency Enrollment and Escrow Account Balances

15. Bonus Indicator Deconcentration

- B.** Supervisory quality control reviews will be performed by a CRHA Supervisor or other qualified person other than the person who performed the work, as required by HUD, on the following SEMAP factors:
1. Selection from the waiting list
 2. Rent reasonableness
 3. Determination of adjusted income
 4. HQS Enforcement
 5. HQS Quality Control

The annual sample of files and records will be drawn in an unbiased manner, leaving a clear audit trail. The minimum sample size to be reviewed will relate directly to each factor.

1.14 RECORDS FOR MONITORING CRHA PERFORMANCE: In order to demonstrate compliance with HUD, local, state and federal regulations, the CRHA will maintain records, reports and other documentation in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and/or assess the CRHA's operational procedures objectively and with accuracy. CRHA will retain files in accordance with SEMAP requirements and will conduct internal supervisory audits.

In addition to the SEMAP documentation and in compliance with 24 CFR 985.2, supervisory staff shall require an audit of the following functions (Quality Control Sample):

- A. Not less than ten percent of re-examinations
- B. Not less than ten percent of new applications
- C. Not less than ten percent of claims processed

1.15 PRIVACY RIGHTS: [24 CFR 982.551 and 24 CFR 5.212] Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Notice and describes the conditions under which HUD/CRHA will release family information.

The CRHA's policy regarding release of information is in accordance with Federal, State and local laws which may restrict the release of family information. The collection, maintenance, use and dissemination of personal information and income shall be conducted, whenever possible, in accordance with the Privacy Act, 5 U.S.C. 552 (a).

Any and all information which would lead one to determine the nature and/or severity of a person's disability must be kept in a separate folder and marked "confidential" or returned to the family member after its use. The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. The Rental Office Department Supervisor must approve all requests for access and granting of accommodations based on this.

The CRHA's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location which is only accessible by authorized staff.

CRHA staff will not discuss family information contained in files unless there is a business

reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

1.16 FAMILY OUTREACH: The CRHA will publicize and disseminate information to make known the availability of housing assistance and related services for very low- income families on a regular basis. When the CRHA's waiting list is open, the CRHA will publicize the availability and nature of housing assistance for very low-income families in a newspaper of general circulation, minority media, and by other suitable means. Notices will also be provided in Spanish when feasible.

In order to reach persons who cannot read the newspapers, the CRHA will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. The CRHA will also utilize public service announcements.

The CRHA will communicate the status of housing availability to other service providers in the community, and advise them of housing eligibility factors and guidelines to promote proper referrals for housing assistance.

1.17 OWNER OUTREACH: [24 CFR 982.54(d) (5)] The CRHA makes a concerted effort to keep private owners informed of legislative changes in the tenant-based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements.

The CRHA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

The CRHA encourages participation by owners of suitable units located outside areas of low poverty or minority concentration.

The CRHA conducts semi-annual meetings with participating owners to improve owner relations and to recruit new owners.

The CRHA will also do all of the following pursuant to their discretionary policies*:

- A. Maintain a list of interested landlords for the Section 8 Program and update this list at least annually. When listings from owners are received, the CRHA staff will compile them by bedroom size.
- B. Maintain lists of available housing submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very low-income households. Provide lists of owners at the front desk, by mail, and at briefings.
- C. Initiate personal contact with private property owners and managers by conducting formal and informal discussions and meetings.
- D. Offer printed material to acquaint owners and managers with the opportunities available under the program.
- E. Actively participate in a community-based organization(s) comprised of private property and apartment owners and managers.
- F. Actively recruit owners with property located outside areas of minority and poverty concentration and apply for exception payment standards if the CRHA determines it is necessary to make the program more accessible in the CRHA's jurisdiction.

- G.** Encourage program participation by owners of units located outside areas of poverty or minority concentration. Inform voucher holders of a broad range of areas where they may lease units inside the CRHA's jurisdiction and provide a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration.
- H.** The CRHA shall periodically:
- 1.** Request the HUD Field Office to furnish a list of HUD-held properties available for rent.
 - 2.** Develop working relationships with owners and real estate broker associations.
 - 3.** Establish contact with civic, charitable or neighborhood organizations which have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements.
 - 4.** Explain the program, including equal opportunity requirements and nondiscrimination requirements, including Fair Housing Amendments Act of 1988 and Americans with Disabilities Act, to real estate agents, landlords, and other groups that have dealings with low-income families or are interested in housing such families.

*Denotes options CRHA has elected to adopt as policy.

Reserved

Chapter 2

ELIGIBILITY FOR ADMISSION

[24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E]

2.1 INTRODUCTION: This Chapter defines both HUD and the CRHA's criteria for admission and denial of admission to the program. The policy of CRHA is to objectively and consistently apply eligibility criteria to evaluate applicants. The CRHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the CRHA pertaining to their eligibility.

2.2 ELIGIBILITY FACTORS: [982.201(b)] The CRHA accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the CRHA.

The HUD eligibility criteria are:

1. An applicant must be a "family"
2. An applicant must be within the appropriate Income Limits
3. An applicant must furnish Social Security Numbers for all family members age six and older
4. An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required. At least one member of the applicant family must be either a U.S. citizen or have eligible immigration status before the CRHA may provide any financial assistance.

Reasons for denial of admission are addressed in the "Denial or Termination of Assistance" chapter. These reasons for denial constitute additional admission criteria.

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.

Eligibility factors and claimed preferences will be verified before the family is placed on the waiting list.*

2.3. FAMILY COMPOSITION: [24 CFR 982.201(c)] The applicant must qualify as a Family. A Family may be a single person or a group of persons.

A "family" includes a family with or without a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The CRHA determines if any other group of persons qualifies as a "family."

A single person family may be: (1) an elderly person, (2) a displaced person; (3) a

person with a disability; (4) any other single person. Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

A family also includes: (1) two or more persons who intend to share residency whose income and resources are available to meet the family's needs or (2) two or more elderly or disabled persons living together, or one or more elderly, near elderly or disabled persons living with one or more live-in aides.*

- A. Head of Household:** The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State law will be recognized as head of household.
- B. Spouse of Head:** Spouse means the husband or wife of the head. For proper application of the Non-citizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, and would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.
- C. Co-Head:** The co-head is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.
- D. Live-in Attendants**
 - 1.** A family may include a live-in aide in accordance with 24 CFR 5.403 a person who:
 - a.** Is determined by the CRHA to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,
 - b.** Is not obligated for the support of the person(s), and
 - c.** Would not be living in the unit except to provide care for the person(s).
 - 2.** A live-in aide is treated differently than family members:
 - a.** Income of the live-in aide will not be counted for purposes of determining eligibility or the level of benefits.
 - b.** Live-in aides are not subject to Non-Citizen Rule requirements.
 - c.** Live-in aides may not be considered as a remaining member of the tenant family.
 - 3.** Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

4. A Live-in Aide may only reside in the unit with the approval of the CRHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.
5. The CRHA will approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability. Approval of a live-in aide for reasonable accommodation will be in accordance with CFR 24 Part 8 and the reasonable accommodations section of this administrative plan.
6. At any time, the CRHA may refuse to approve a particular person as a live-in aide or may withdraw such approval if: * [24 CFR 982.316]
 - a. The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
 - b. The person commits drug-related criminal activity or violent criminal activity; or
 - c. The person currently owes rent or other amounts to the CRHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

E. Split Households Prior to Voucher Issuance: When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the CRHA will make the decision taking into consideration the following factors:

1. Which family member applied as head of household.
2. Which family unit retains the children or any disabled or elderly members.
3. Role of domestic violence in the split.
4. Recommendations of social service agencies or qualified professionals such as children's protective services.

F. Multiple Families in the Same Household: When families consisting of two families living together (i.e. a mother and father, and a daughter with her own husband and/or children) apply as a family unit, they will be treated as a family unit.

G. Joint Custody of Children: Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

2.4. INCOME LIMITATIONS: [24 CFR 982.201(b), 24 CFR 982.353] To be eligible for assistance, an applicant must have an Annual Income at the time of admission

that does not exceed the “very low income” limits for occupancy established by HUD.

To be income eligible the applicant must be a family in the very low-income category, which is a family whose income does not exceed 50 percent of the area median income. The CRHA will not admit families whose income exceeds 50 percent of the area median income except those families included in 24 CFR 982.201(b).*

- A. To be income eligible the family may be under the low-income limit in any of the following categories: * [24 CFR 982.201(b)]
 - 1. A very low-income family.
 - 2. A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within **90** days of voucher issuance. Programs include any housing federally assisted under the 1937 Housing Act. [42 USCS §1437f]
 - 3. A low-income family physically displaced by rental rehabilitation activity.
 - 4. A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - 5. A low-income non-purchasing family residing in a project subject to a home-ownership program.
 - 6. A low-income family or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract.
 - 7. A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.
- B. To determine if the family is income-eligible, the CRHA compares the Annual Income of the family to the applicable income limit for the family's size.
- C. Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.
- D. Portability: For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

2.5 MANDATORY SOCIAL SECURITY NUMBERS: [24 CFR 5.216, 5.218]

Families are required to provide verification of Social Security numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of Social Security numbers is grounds for denial or termination of assistance.

Persons who have not been issued a Social Security number must sign a certification that they have never been issued a Social Security number.

Persons who disclose their Social Security number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.

2.6. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS: [24 CFR Part 5, Subpart E]

- A. In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

- 1. **Mixed Families**. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.
 - 2. **All members ineligible**. Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.
 - 3. **Non-citizen students**. These applicants, as defined by HUD in the non-citizen regulations at 24 CFR 5.522, are not eligible for assistance.
 - 4. **Appeals**. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.
- B. The CRHA will not provide assistance to families prior to eligibility verification of the individual or at least one member of the family pursuant to this section.

2.7. OTHER CRITERIA FOR ADMISSIONS: [24 CFR 982.552(b)]

- A. A family will not be admitted to the program if any member of the family has been evicted from federally assisted housing for serious violation of the lease within the past 3 years.
 - B. A family will be denied admission to the program if any member of the family fails to sign and submit consent forms for obtaining information required by the CRHA, including Form HUD-9886.
 - C. The CRHA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program: *
- 1. The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before CRHA will allow participation in its Section 8 program.
 - 2. The family must not have violated any family obligation during a previous participation in the Section 8 program for three (3) years

prior to final eligibility determination.

3. The family must pay any outstanding debt owed the CRHA or other PHA as a result of prior participation in any federal housing program within 30 days of CRHA notice to repay.
- D. The CRHA will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as described in “Denial or Termination of Assistance” chapter.
- E. If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, CRHA may deny assistance.

2.8 TENANT SCREENING: * [24 CFR 982.307]

- A. The CRHA will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.
- B. The CRHA will screen family behavior or suitability for tenancy. The CRHA will not be liable or responsible to the owner or other persons for the family’s behavior or the family’s conduct in tenancy.
- C. The owner is responsible for screening and selection of the family to occupy the owner’s unit. At or before CRHA approval of the tenancy, the CRHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.
- D. The owner is responsible for screening families based on their tenancy histories, including such factors as: [24 CFR 982.307(a) (3)]
 1. Payment of rent and utility bills
 2. Caring for a unit and premises
 3. Respecting the rights of other residents to the peaceful enjoyment of their housing
 4. 24 CFR 982.553 regulations that any household member who has ever been convicted of drug- related criminal activity for manufacture or production of methamphetamine on the premises of federal assisted housing. Also in addition the PHA must establish the standards that prohibit admission to the program if any member of the household is submitted to a lifetime registration requirement under a State sex offender registration program; and
 5. Compliance with other essential conditions of tenancy.
- E. The CRHA will give the owner:
 1. The family’s current and prior address as shown in the CRHA's records; and
 2. The name(s) and address(es) (if known by the CRHA) of the family’s current and prior landlords.
- F. The same types of information will be supplied to all owners.

- G. The CRHA will advise families how to file a complaint if they have been discriminated against by an owner. The CRHA will advise the family to make a Fair Housing complaint. The CRHA may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

2.9. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE

CONTRACT: Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or share of the rental payment.

2.10. INELIGIBLE FAMILIES: Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to non-citizen status. See "Complaints and Appeals" chapter for additional information about reviews and hearings.

2.11. PROHIBITED ADMISSIONS CRITERIA: [24 CFR 982.202(b)] Admission to the program may not be based on:

- A. Where a family lives prior to admission to the program.
- B. Where the family will live with assistance under the program.
- C. Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
- D. Discrimination because a family includes children.
- E. Whether a family decides to participate in a family self sufficiency program; or
- F. Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

*Denotes items governed at the discretion of CRHA.

Chapter 3

APPLYING FOR ADMISSION

[24 CFR 982.204]

3.1 INTRODUCTION: The policy of the CRHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for the following: (1) completing an initial application for assistance, (2) placement on the waiting list, (3) denial of placement and (4) limitations on who may apply.

These admission procedures (hereinafter called “Intake”) function as a means of gathering information about a family, and providing information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

3.2 OVERVIEW OF THE APPLICATION TAKING PROCESS: The first step is the taking of applications. The application enables CRHA to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

When there is an open waiting list, families who wish to apply for any one of the CRHA's programs must complete a written application form. Applications will be made available in an accessible format upon request from a person with a disability. Interested persons may apply by stopping by the CRHA Rental Office at 500 South First Street in Charlottesville, Virginia.

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.*

Applications will be mailed to interested families upon request. *

Completion of the application enables the Authority to place an applicant family on the waiting list. The application will be dated, time-stamped, and referred to the CRHA's waiting list. *

Initial applications will not require an interview. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined during the second phase when the full application process is completed and all information is verified.

The second phase is when there is an eligibility determination by CRHA. The eligibility review occurs when the application reaches the top of the waiting list. At this time, the CRHA ensures that verification of all HUD and CRHA eligibility factors are current in order to determine the family's eligibility for the issuance of a voucher. *

3.3. OPENING/CLOSING OF APPLICATION TAKING: [24 CFR 982.206, 24 982.54(d)(1)]

A. Procedures for Opening the Waiting List: The CRHA will utilize the following procedures for opening the waiting list:

When the CRHA opens the waiting list and accepts applications, the CRHA will advertise and provide notice to the following newspapers, minority publications

and media entities, location(s), and program(s):

Charlottesville *Daily Progress*: 978-7200
Albemarle Housing Improvement Program: 817-2447
ARC of the Piedmont: 977-4002
Legal Aid Justice Center: 977-0553
FOCUS: 293-2222
Greater Charlottesville Habitat for Humanity: 293-9066
Independent Resource Center: 971-9629
Jefferson Area Board for Aging: 817-5222
Monticello Area Community Action Agency (MACAA): 295-3171
Piedmont Housing Alliance: 817-2436
Region Ten Community Service Board: 972-1800
Salvation Army: 295-4058
Shelter for Help in Emergency (SHE): 293-6155
Thomas Jefferson Planning District Commission: 979-7310
United Way Information & Referral (I&R): 972-1703
CRHA: 984-3255
Neuters Raices: (540) 271-1279
Charlottesville-Albemarle Tribune: 989-0373
Piedmont Legal Service: 296-8851
Drop-In Center: 979-2440

The notice will contain:

1. **The dates, times, and the locations where families may apply.**
2. **The programs for which applications will be taken.**
3. **A brief description of the program.**
4. **A statement that public housing residents must submit a separate application if they want to apply for section 8.**
5. **Limitations, if any, on who may apply.**

Upon request, the notices will be made in an accessible format. Notices will provide potential applicants with information on CRHA address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time after the closing deadline will be given as an accommodation for submission of an application. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

If the waiting list is open, the CRHA will accept applications from eligible families unless there is good cause for not accepting the application. Such good cause may include but shall not be limited to a denial of assistance because of action or inaction by members of the family or for any other grounds stated in the "Denial or Termination of Assistance" chapter of this Administrative Plan. [24 CFR 982.206(b)(2)]

B. Closing the Waiting List: The CRHA may stop applications if there are enough

applicants to fill anticipated openings for the next 18 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

The CRHA will announce the closing of the waiting list by public notice. *

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next 18 months. The CRHA will give at least 15 days' notice prior to closing the list. When the period for accepting applications is over, the CRHA will add the new applicants to the list by preference, with date and time being the tiebreaker.

- C. Limits on Who May Apply:** When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

When the application is submitted to the CRHA, it establishes the family's date and time of application for placement order on the waiting list.

3.4 "INITIAL" APPLICATION PROCEDURES: [24 CFR 982.204(b)] The CRHA will utilize a standard application form. The information is to be filled out by the applicant whenever possible. To provide specific accommodation for persons with disabilities, a staff person may complete the information over the telephone, or another reasonable accommodation may be provided as needed. Translations, or another feasible alternative, will be provided for non-English speaking applicants.

The application will contain at least the following information:

1. **Applicant name;**
2. **Family Unit Size (number of bedrooms the family qualifies for under CRHA subsidy standards);**
3. **Date and time of application;**
4. **Qualification for any local preference;**
5. **Racial or ethnic designation of the head of household;**
6. **Annual (gross) family income;***
7. **Social Security Number of head of household;***

When the waiting list is open, all families who successfully complete the application process will be placed on the waiting list.

Applications will require an interview when the family reaches the top of the waiting list. The information on the application will be verified to determine final eligibility. Final eligibility will be determined when the full application process is completed and all information is verified.

3.5. APPLICANT STATUS WHILE ON WAITING LIST: [CFR 982.204] During the initial phase period, applicants are required to inform the CRHA [in writing] of changes in address. Applicants are also required to respond to requests from the CRHA to update information on their application and to determine their interest in assistance.

If after a review of the application, the family is determined to have adequately completed the application, they will be notified in writing or in an accessible format upon request, as a reasonable accommodation, of their placement on the waiting list. *

This written notification of placement on the waiting list will be: (1) mailed to the applicant by first class mail or (2) distributed to the applicant in the manner requested as a specific accommodation.

If the family is not placed on the waiting list due to an incomplete application, the CRHA will (1) notify the family in writing or in an accessible format upon request as a reasonable accommodation, (2) state the reason(s), and (3) inform them of their right to an informal review. See "Complaints and Appeals" chapter.

Throughout the process, all applicants are required to inform the CRHA in writing of changes in their address. Applicants are also required to respond to requests from the CRHA to update information on their application and to determine their interest in assistance. *

3.6 TIME OF SELECTION: [24 CFR 982.204] All selections for vouchers are subject to income targeting requirements (hereinafter the "income target") that at least 75% of Section 8 admissions are at or below Extremely Low Income levels currently at 30% of median income. When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, provided that all selections combined meet the income target.

When there is insufficient funding available for the family at the top of the list, the CRHA will not admit any other applicant until funding is available for the first applicant.

Applicants will be denied assistance and removed from the list for the following reasons:

- Determined ineligible as a result of the initial phase of determination.
- The applicant does not respond to the requested information or cannot provide the information necessary for CRHA to verify the applicant's status for program selection within a 10 day period. The CRHA may grant an exception where the applicant's failure to respond is not caused by the applicant's disability, any circumstances beyond the applicant's control, or other good cause as determined by CRHA.
- The applicant is no longer eligible for the tenant-based program as a result of program selection verification that is conducted within 60 days of anticipated voucher issuance. (Note: The applicant is not removed from the waiting list based on preference change).
- The CRHA determines that fraud has been committed in completing the application.
- The applicant has refused offers of tenant-based assistance under the voucher program.
- The applicant has been admitted into the voucher program.

The CRHA may not take any of the following actions because an applicant has applied for, received, or refused housing assistance:

- Refuse to list the applicant on the CRHA's waiting list for the remaining type of housing assistance.
- Deny admission preference for which the applicant is otherwise qualified.
- Remove the applicant from another waiting list.

3.7 COMPLETION OF A FULL APPLICATION AND INTERVIEW: All preferences claimed on the application or while the family is on the waiting list will be verified when the family's name comes to the top of the waiting list. The qualification for preference must exist at the time the preference is claimed and at the time of verification.

All preferences claimed...The qualification...at the time of verification, because claim of a preference determines placement on the waiting list. If a preference is denied, the applicant will be re-sequenced on the waiting list in accordance with their verified preference status.

After the preference is verified, the applicant will be required to:

- Complete a Personal Declaration Form prior to the full application interview.
- Complete and sign the full application. The applicants must complete the application in their own handwriting unless assistance is needed. Applicants may request a reasonable accommodation for completion of an application. The CRHA staff will interview the applicant to review the information on the full application form.

A. Requirement to Attend Interview: The CRHA utilizes the application interview to discuss the family's circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other CRHA services or programs which may be available.

All adult family members are required to attend the interview and sign the housing application. *

Exceptions may be made for students attending school out of state/for members for whom attendance would be a hardship. *

If the head of household cannot attend the interview, the spouse may attend to complete the application and certify for the family. The head of household, however, will be required to attend an interview within 10 days to review the information and to certify by signature that all of the information is complete and accurate.*

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

B. Failure to Appear for Interview: If an applicant fails to appear for a pre-scheduled appointment, the CRHA will automatically schedule a second appointment. If the applicant misses the second appointment without good cause, the application is denied.*

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See "Complaints and Appeals" chapter.)

C. Forms and Request for Additional Information: All adult members must sign the following:

1. HUD Form 9886
2. Release of Information
3. the application form
4. the declarations and consent forms related to citizenship/immigration status, and

5. any and all supplemental forms required by the CRHA.

Applicants will be required by CRHA to sign specific verification forms for information that is not covered by the HUD Form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the CRHA.

Every adult household member must sign a consent form to release criminal conviction records and to allow the CRHA to receive records and use them in accordance with HUD regulations.

If the CRHA determines at or after the interview that additional information or documentation is needed, the CRHA will request the information or documentation in writing. The family will be given 10 business days to supply the information.

If the information is not supplied in this time period, the CRHA will provide the family a notification of denial for assistance. (See "Complaints and Appeals" chapter).

Applicants must comply with requests from CRHA to update information.

3.8. VERIFICATION: [24 CFR 982.201(e)] Information provided by the applicant will be verified, using the verification procedures in the "Verification Procedures" chapter. All of the following types of information must be verified: (1) family composition, (2) income, (3) allowances and deductions, (4) assets, (5) full-time student status, (6) eligibility (7) rent calculation factors, and (8) any other pertinent information provided to CRHA. Verifications may not be more than 60 days old at the time of issuance of the Voucher.

Applicants are required to inform CRHA in writing within 30 calendar days of any changes in family composition, income, and address as well as any changes in their preference status.

3.9 FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY: [24 CFR 982.201] After the verification process is completed, the CRHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the CRHA, and the current eligibility criteria in effect. If the family is determined to be eligible, the CRHA will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

*Denotes items governed at the discretion of CRHA

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 24 CFR 982.54(d)(1); 24 CFR 982.204, 24 CFR 982.205, 24 CFR 982.206]

4.1 INTRODUCTION: It is the CRHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the local preferences which the CRHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains the CRHA's system of applying them. *

By maintaining an accurate waiting list, the CRHA will be able to ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

4.2 WAITING LIST: [24 CFR 982.204] The CRHA uses a single waiting list for admission to its Section 8 tenant-based assistance program. Except for Special Admissions, applicants will be selected from the CRHA waiting list in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan. The CRHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

- A. Applicant name**
- B. Family unit size (number of bedrooms family qualifies for under CRHA subsidy standards)**
- C. Date and time of application**
- D. Qualification for any local preference**
- E. Racial or ethnic designation of the head of household**
- F. Annual (gross) family income***
- G. Number of persons in family***
- H. Social Security number***
- I. Targeted program qualifications**

4.3 SPECIAL ADMISSIONS: [24 CFR 982.54(d)(e), 24 CFR 982.203] If HUD awards a PHA program funding that is targeted for specifically named families, the CRHA will admit these families under a Special Admission procedure. The CRHA will use this targeted assistance only for the designated families.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The CRHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A. A family displaced because of demolition or disposition of a public or Indian**

- housing project;
- B. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- C. For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;
- D. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
- E. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

4.4 WAITING LIST PREFERENCES *: [24 CFR 982.207] If an applicant makes a false statement in order to qualify for a local preference, the CRHA will deny the local preference.

4.5 LOCAL PREFERENCES *: [24 CFR 982.207] The CRHA will offer public notice and comment when changing its preference system and the notice will be publicized using the same guidelines as those for opening and closing the waiting list.

The CRHA uses the following local preference system:

- A. **Residency Preference:** families who live, work, or have been recently hired in the City of Charlottesville – 25 points
- B. **Working and/or Education Preference:** Families with at least one adult who is employed and/or active participants in educational and training programs designed to prepare the individual for the job market, or Upward Mobility. This preference is automatically extended to elderly families or families whose head or spouse is receiving income based on their inability to work – 2 points
- C. **VIEW Preference:** up to 50 families participating in this program housed – 5 points
- D. **Substandard Housing/ Homelessness Preference:** families who are currently residing in a unit which is sub-standard, overcrowded or under-occupied (by HQS standards) and there is no applicable unit available in the moderate rehabilitation development or families who are without housing. – 4 points
- E. **Victims of Domestic Violence Preference:** The CRHA will offer a local preference to families that have been subjected to or victimized by a member of the family or household within the past year – 6 points
- F. **Involuntary Displacement Preference:** Applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing – 1 point
- G. **50% Rent Preference:** Families paying more than 50% of their income for rent and utilities for at least 90 days – 3 points

The date and time of receipt of completed applications will break any ties in the preference list.

Single applicants will be treated as any other eligible family on the waiting list.*

4.6 INCOME TARGET: In accordance with the Quality Housing and Work Responsibility Act of 1998 [42 USCS 1437f], each fiscal year the CRHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30

percent of the area median income. HUD refers to these families as "extremely low-income families." The CRHA will admit families who qualify under the Extremely Low Income limit to meet the income target requirement, regardless of preference.

The CRHA's income target requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The CRHA is also exempted from this requirement where the CRHA is providing assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

4.7 DETERMINATION OF LOCAL PREFERENCE QUALIFICATION: [24 CFR 982.207] At the time of application, an applicant's entitlement to a local preference is assumed to be true and the individual is placed on the waiting list.

The CRHA will verify all preference claims at the time when the family comes up on the waiting list. The CRHA will re-verify a preference claim, at any time the CRHA feels the family's circumstances have changed. *

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity for an informal hearing.

4.8 EXCEPTIONS FOR SPECIAL ADMISSIONS: [24 CFR 982.203, 24 CFR 982.54(d)(3)] If HUD awards a PHA program funding that is targeted for specifically named families, the CRHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The CRHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A. A family displaced because of demolition or disposition of a public or Indian housing project;**
- B. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;**
- C. For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;**
- D. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and**
- E. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.**

4.9 TARGETED FUNDING: [24 CFR 982.203] When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system. The CRHA has the following "Targeted" Programs:

- A. Mainstream for Persons with Disabilities ***

B. Housing Opportunities Partnership*

C. Family Unification Program*

4.10 PREFERENCE AND INCOME TARGETING ELIGIBILITY: [24 CFR 982.207]

- A. Change in Circumstances:** Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the CRHA in writing when their circumstances change.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly claimed preference. *

B. Cross-Listing of Different Housing Programs and Section 8: [24 CFR 982.205(a)]

If the waiting list for the CRHA's public housing program, project-based voucher program or moderate rehabilitation program is open at the time an applicant applies for Section 8, the CRHA must offer to place the family on its waiting lists for the other programs.

- C. Other Housing Assistance: [24 CFR 982.205(b)]** Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The CRHA may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

1. Refuse to list the applicant on the CRHA waiting list for tenant-based assistance;
2. Deny any admission preference for which the applicant is currently qualified.
3. Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the CRHA selection policy; or
4. Remove the applicant from the waiting list. However, the CRHA may remove the applicant from the waiting list for tenant-based assistance if the CRHA has offered the applicant assistance under the voucher program.

4.11 ORDER OF SELECTION: [24 CFR 982.207(e)] The CRHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the Administrative Plan.

- A. Local Preferences *:** Local preferences will be used to select families from the waiting list. The CRHA has selected the following system to apply local preferences: (See 2-3)

1. Local preferences will be aggregated using the following system: (select only one system of aggregating)
2. Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

- B. Among Applicants with Equal Preference Status:** Among applicants with equal preference status, the waiting list will be organized by date and time.

4.12 VERIFICATION OF PREFERENCES: [24 CFR 982.207] Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the

CRHA will obtain necessary verifications of preference at the interview and by third party verification.

4.13 PREFERENCE DENIAL: [24 CFR 982.207] If the CRHA denies a preference, the CRHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting with a staff person not directly involved with the decision to deny the preference. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant intentionally falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

4.14 REMOVAL FROM WAITING LIST AND PURGING: [24 CFR 982.204(c)] The Waiting List will be purged approximately every twelve months by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.*

Any mailings to the applicant which require a response will state that failure to respond within 15 days will result in the applicant's name being dropped from the waiting list.*

An extension of 30 days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If the applicant did not respond to the CRHA request for information or updates because of a family member's disability, the CRHA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.*

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Rental Office Department Supervisor determines there were circumstances beyond the person's control, such as non-receipt of mailing, or a medical basis for the delay, or other good cause. *

The CRHA allows a grace period of 15 days after completion of the purge. Applicants who respond during this grace period will be reinstated. *

Section 8 Policy #1005:

Assigned staff must generate the Section 8 Waiting List quarterly and review it for consistency. Discrepancies / errors will be documented and a corrective action plan developed and implemented if necessary. Record of quality control reviews and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

*Denotes local options CRHA has elected to establish as policy.

Reserved

Chapter 5

SUBSIDY STANDARDS

[24 CFR 982.54(d)(9)]

5.1 INTRODUCTION: HUD guidelines require that the CRHA establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards (hereinafter HQS).

This Chapter explains the subsidy standards that will be used to determine the voucher size (family unit size) for families. This chapter also addresses the CRHA's procedures when a family's size changes, or a family selects a unit size that is different from the Voucher.

5.2 DETERMINING FAMILY UNIT (VOUCHER) SIZE: [24 CFR 982.402]

- A. Overview:** The CRHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the Voucher. The CRHA's subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing guidelines.

For subsidy standards, an adult is a person 18 years old or older. *

All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements.

The unit size on the Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.

- B. Guidelines for Voucher Size*:** Generally, the CRHA assigns one bedroom to two people within the following guidelines:

1. **Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults should be allocated a separate bedroom.**
2. **Separate bedrooms should be allocated for persons of the opposite sex (other than adults who have a spousal relationship and children under five).**
3. **Foster children will be included in determining unit size only if they will be in the unit for more than six months.**
4. **Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.**
5. **Space may be provided for a child who is away at school but who lives with the family during school recesses.**
6. **Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.**
7. **Adults of different generations will have separate bedrooms.**
8. **A single pregnant woman with no other family members must be treated**

as a two-person family.

9. Single person families shall be allocated one bedroom.

GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10

5.3 EXCEPTIONS TO SUBSIDY STANDARDS: [24 CFR 982.403(a) & (b)] The CRHA shall grant exceptions from the subsidy standards if the family requests an exception and the CRHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.

The CRHA will grant an exception upon request as an accommodation for persons with disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a verified medical or health reason*, or other good cause.

- A. Request for Exceptions to Subsidy Standards:** The family may request a larger sized voucher than indicated by the CRHA's subsidy standards. Such request must be made in writing within 10 business days of the CRHA's determination of bedroom size. The request must explain the need or justification for a larger bedroom. Documentation verifying the need or justification will be required as appropriate. * Requests based on health related reasons must be verified by a doctor, medical expert, social service agency or other professional deemed appropriate by CRHA in its sole discretion.
- B. CRHA Error:** If the CRHA errs in the bedroom size designation, the family will be issued a Voucher of the appropriate size.
- C. Changes for Applicants:** The voucher size is determined prior to the briefing by comparing the family composition to the CRHA subsidy standards. If an applicant requires a change in the voucher size, based on the requirements of the CRHA subsidy standards, the above-referenced guidelines will apply.
- D. Changes for Participants:** The members of the family residing in the unit must be approved by the CRHA. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the CRHA within 30 days. The above referenced guidelines will apply.
- E. Under-housed Families:** If a unit does not meet HQS space standards due to an increase in family size (unit too small), the CRHA will issue a new voucher of the

appropriate size and assist the family in locating a suitable unit.

When a change in family composition requires a larger voucher size and no funds are available, the family will be issued the next available voucher change.

The CRHA will notify the family of the circumstances under which an exception will be granted, as needed.

The CRHA will provide information to families as needed.

F. Transfer Waiting List: When a change in family composition requires a larger Voucher size and no funds are available, the family will be placed on a Transfer List.

Families will be selected from the Transfer List before families are selected from the applicant waiting list. This assures that families who are already on the program are in the appropriate sized units.

Families will be selected from this list when there is available funding, in the following sequence*:

1. **A participant family (whose family composition has been approved by the CRHA) who requires a change in Voucher size because they are living in a unit which is overcrowded according to Housing Quality Standards.**
2. **A participant family (whose family composition has been approved by the CRHA) who requires a change in Voucher size under the Subsidy Standards, but not under Housing Quality Standards.**
3. **All others who require a transfer as determined by the CRHA.**

5.4 UNIT SIZE SELECTED: [24 CFR 982.402(c) The family may select a different size dwelling unit than that listed on the Voucher. There are three criteria to consider:

A. Subsidy Limitation: The family unit size as determined for a family under the CRHA subsidy standard for a family assisted in the voucher program is based on the CRHA's adopted payment standards. The payment standard for a family shall be the *lower of:*

1. payment standard amount for the family unit size; or
2. payment standard amount for the unit size rented by the family.

B. Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Voucher.

C. Housing Quality Standards: In accordance with 24 CFR 982.401(d) and 982.402 (b) the standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.

***HQS GUIDELINES FOR UNIT SIZE SELECTED**

Unit Size	Maximum Number in Household
0 Bedroom	1
1 Bedroom	4

2 Bedrooms	6
3 Bedrooms	8
4 Bedrooms	10
5 Bedrooms	12
6 Bedrooms	14

*Denotes local options CRHA has elected to establish as policy.

Chapter 6

FACTORS RELATED TO TOTAL TENANT PAYMENT AND FAMILY SHARE DETERMINATION

[24 CFR Part 5, Subparts E and F; 24 CFR 982.153, 24 CFR 982.551]

6.1 INTRODUCTION: The CRHA will use the methods as set forth in this Administrative Plan to verify and determine family income at admission and at any annual re-examination. The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under HUD Regulations.

This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (hereinafter TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F [24 CFR 5.628], and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. Any CRHA policies in this Chapter address discretionary terms and standards and are intended to promote consistent application of the TTP factors.

6.2 INCOME AND ALLOWANCES: [24 CFR 5.609]

- A. **Income:** Income includes all monetary amounts which are received on behalf of the family. For purposes of calculating the TTP, HUD defines what is to be calculated and what is to be excluded in the federal regulations. In accordance with this definition, all income which is not specifically excluded in the regulations is counted.
- B. **Annual Income:** Annual income is defined as the total amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.
- C. **Adjusted Income:** Adjusted Income is defined as the Annual income minus any HUD allowable expenses and deductions. HUD has five allowable deductions from Annual Income:
 - 1. **Dependent Allowance:** \$480 for each dependent family member. This does not include the head of household or spouse, but does include minors, and family members 18 years or older who are full-time students or who are disabled.
 - 2. **Elderly/Disabled Allowance:** \$400 per family for families whose head or spouse is 62 or over or disabled.
 - 3. **Allowable Medical Expenses:** Deducted for all family members of an eligible elderly/disabled family.
 - 4. **Child Care Expenses:** Deducted for the care of children under 13 when child care is necessary to allow a family member to work, attend school, or actively

seek employment.

5. **Allowable Disability Assistance Expenses:** Deducted for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or a family member to work.

6.3 DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS FOR PERSONS WITH DISABILITIES: [24 CFR 5.617; 24 CFR 982.201(b)(3)]

Effective April 20, 2001, CRHA must take all necessary steps to ensure those disabled families eligible for the mandatory earned income disallowance receive the disallowance. Exclusion of income during participation in training programs under 24 CFR 5.609[c][8][v] is still applicable.

- A. **Annual Income for Disabled Families:** The annual income for qualified disabled families may not be increased as a result of increases in earned income of a family member who is a person with disabilities beginning on the date on which the increase in earned income begins and continuing for a cumulative 12-month period.

After the disabled family receives 12 cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

1. **When a disabled person qualifies for the earned income exclusion:** A disabled family qualified for the earned income exclusion is a disabled family that meets all of the following criteria:
 - a. The family is receiving tenant-based rental assistance under the Housing Choice Voucher Program; and
 - b. The family's annual income increases as a result of employment of a disabled family member; and
 - c. This newly employed individual was previously unemployed for one or more years prior to employment; or
 - d. The family's annual income increases as a result of increased earnings by a disabled family member during participation in any economic self-sufficiency or other job training program; or
 - e. The family's disabled annual income increases, as a result of new employment or increased earnings of a family member, during or within six months after receiving assistance, benefits or services under any State program for TANF provided that the total amount over a six-month period is at least \$500.
2. **HUD Definition of Previously Unemployed:** The HUD definition includes a person with disabilities who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.
3. **HUD Definition of Economic Self-Sufficiency Program:** The HUD definition is any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such

programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member who is a person with disabilities during participation in an economic self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment.

4. **Definition of the TANF Amount:** The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.
 5. **Amount Subject to Disallowance:** The amount that is subject to the disallowance is the amount of incremental increase in income of a family member who is a person with disabilities. The incremental increase in income is calculated by comparing the amount of the disabled family member's income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.
- B. Initial Twelve-Month Exclusion:** Beginning on the date a disabled member of a qualified family is first employed or the family first has an increase in annual income attributable to employment of a disabled person and continuing for a cumulative 12 month period, the CRHA will exclude from annual income this increased income .
- C. Second Twelve-Month Exclusion and Phase-In:** During the second cumulative 12-month period after the expiration of the initial cumulative 12-month period referred to above, the CRHA must exclude from annual income of a qualified family 50 percent of any increase in income over the income of that disabled family member prior to the beginning of such employment.
- D. Maximum Four Year Disallowance:** The earned income disallowance is limited to a lifetime 48-month period for each disabled family member. For each disabled family member, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of the phase-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month phase-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

- E. Applicability to Child Care and Disability Assistance Expense Deductions:** The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income.
- F. Tracking the Earned Income Exclusion:** The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent.

Such documentation will include *:

1. Date the increase in earned income was reported by the family
2. Name of the family member whose earned income increased
3. Reason for the increase in earned income
4. Amount of the increase in earned income (amount to be excluded)
5. Date the increase in income is first excluded from annual income
6. Date(s) earned income ended and resumed during the initial cumulative 12-month * period of exclusion (if any)
7. Date the family member has received a total of 12 months of the initial exclusion
8. Date the 12-month phase-in period began
9. Date(s) earned income ended and resumed during the second cumulative 12-month period of exclusion (if any)
10. Date the family member has received a total of 12 months of the phase-in exclusion
11. Ending date of the maximum 48-month (four year) disallowance period (48 months from the date of the initial earned income disallowance)

The CRHA will maintain a tracking system to ensure correct application of the earned income disallowance. CRHA may in its discretion conduct interim re-examinations for income increased.

- G. Inapplicability to Admission:** The earned income disallowance is only applied to determine the annual income of disabled families who are participants in the Housing Choice Voucher Program, and therefore does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

6.4 MINIMUM RENT: [24 CFR 5.630]

- A. Minimum Rent:** "Minimum rent" is twenty-five dollars (\$25). Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied.
- B. Hardship Exception to Minimum Rent:** The CRHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. In evaluating minimum rent, the CRHA will review all relevant circumstances brought

to the CRHA's attention regarding financial hardship. The CRHA has procedures and policies on the financial hardship exception. These policies are governed by the Quality Housing and Work Responsibility Act of 1998 [42 USCS 1437a]. HUD has defined circumstances under which a hardship may be claimed under 24 CFR 5.630.

C. Criteria for Hardship Exception: In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

1. The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance. This exception includes a family with a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996 [42 USCS 1437a].
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the CRHA or HUD.

D. CRHA Notification to Families of Right to Hardship Exception: The CRHA will notify all families subject to minimum rents of their right to request a minimum rent hardship exception. The CRHA notification will advise families that hardship exception determinations are subject to CRHA review and hearing procedures. The CRHA will review all family requests for exception from the minimum rent due to financial hardships.

Subject to minimum rent means the minimum rent was the greatest figure in the calculation of the greatest of 30% of monthly adjusted income, 10% of monthly income, minimum rent or welfare rent.

Requests for minimum rent exception will be accepted by the CRHA from the family in writing. *

The CRHA will request documentation as proof of financial hardship. *

E. Suspension of Minimum Rent: The CRHA will promptly suspend the minimum rent exception for all families who request it, effective the first of the following month. The minimum rent will be suspended until the CRHA promptly determines whether the hardship is:

1. Covered by statute as a qualifying financial hardship; and
2. Temporary or long term.

Suspension means that the CRHA must not use the minimum rent calculation until the CRHA has made a decision on hardship status. During the minimum rent suspension period, the family will not be required to pay a minimum rent and the housing assistance payment will be increased accordingly.

If the CRHA determines that the requested basis for the hardship is not covered by statute, the CRHA will impose a minimum rent including payment for minimum rent from the time of suspension.

- F. Temporary Hardship:** If the CRHA determines that the hardship is temporary, a minimum rent will not be imposed for a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.

The CRHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period. (See "Owner and Family Debts to the CRHA" chapter for Repayment agreement policy).*

- G. Long-Term Duration Hardships:** [24 CFR 5. 630 (b) (2) (iii) (B)] If the CRHA determines that there is a qualifying long-term financial hardship, the CRHA must exempt the family from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the family's request for exemption.

- H. Retroactive Determination:** The CRHA will reimburse the family for any minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions. If the family is owed a retroactive payment, the CRHA will offer the family a choice of either a cash refund or a credit towards their rent contribution.*

6.5 DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT: [24 CFR 982.54(d)(10), 24 CFR 982.551]

- A. General Rule:** The CRHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, the CRHA must count the income of the spouse or the head of the household if that person is temporarily absent, even if that person is not on the lease.

Temporarily absent is defined as away from the unit for more than seven days, but less than 180 days. *

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances are counted as income. CRHA will make an exception for hazardous duty pay where an individual is exposed to hostile fire and for any other exceptions to military pay HUD may define.

It is the responsibility of the head of household to report changes in family composition.

- B. Permanent Absence of Any Member:** Any member of the household will be considered permanently absent if s/he is away from the unit for 180 days except as otherwise provided in this Chapter.
- C. Absence Due to Medical Reasons:** If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the CRHA

will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the CRHA's "Absence of Entire Family" policy.

- D. Absence Due to Full-time Student Status***: Full time students who attend school away from the home and live with the family during school recess will be considered temporarily absent from the household.
- E. Absence Due to Incarceration**: If the sole member is incarcerated for more than 60 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 180 days.
- F. Absence of Children due to Placement in Foster Care**: If the family includes a child or children temporarily absent from the home due to placement in foster care, the CRHA will determine from the appropriate agency when the child/ren will be returned to the home.

If the time period is to be greater than twelve months from the date of removal of the child/ren, the Voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the CRHA's subsidy standards.

- G. Absence of Entire Family**: "Absence" means that no family member is residing in the unit. In order to determine if the family is absent from the unit, the CRHA may write letters to the family in the unit, telephone the family at the unit, interview neighbors, verify if utilities are in service or check with the post office.

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit.

1. In cases where the family has moved out of the unit, the CRHA will terminate assistance in accordance with appropriate termination procedures contained in this Plan. Families are required both to notify the CRHA before they move out of a unit and to give the CRHA information about any family absence from the unit.
2. Families must notify the CRHA no less than 15 days after leaving the unit if they are going to be absent from the unit for more than 30 consecutive days. *
3. If the entire family is absent from the assisted unit for more than 60 consecutive days, the unit will be considered vacated and the assistance will be terminated.

If it is determined that the family is absent from the unit, the CRHA will contact the

landlord to confirm the absence and continue assistance payments through the end of the month following discovery of family absence and notification of the landlord.

4. HUD regulations require the CRHA to terminate assistance if the entire family is absent from the unit for a period of more than 180 consecutive calendar days.
5. Absence means that no family member is residing in the unit.
6. In order to determine if the family is absent from the unit, the CRHA may*
 - a. Write letters to the family at the unit
 - b. Telephone the family at the unit
 - c. Verify if utilities are in service
 - d. Contact landlord.
7. A person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive calendar days limit. If the absence which resulted in termination of assistance was due to a person's disability, and the CRHA can verify that the person was unable to notify the CRHA in accordance with the family's responsibilities, and if funding is available, the CRHA may reinstate the family as an accommodation if requested by the family within 180 days.

H. Caretaker for Children: If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the CRHA will treat that adult as a visitor for the first 60 days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the CRHA will review the status at 180-day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, the CRHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time or on a temporary basis, in excess of the above limits, the CRHA will state in writing that the transfer of the Voucher is for that limited time or as long as they have custody of the children. The CRHA will use discretion as deemed appropriate in determining any further assignment of the Voucher on behalf of the children. *

When the CRHA approves a person to reside in the unit as caretaker for the child/ren, the income should be counted pending a final disposition. The CRHA will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 30 days, the person will be considered permanently absent.

- I. Visitors:** Any adult not included on the HUD 50058 who has been in the unit more than 15 consecutive days without CRHA approval, or a total of 60 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered in determining that the visitor is a member of the household. *

Statements from the landlord and other information will be considered in making the determination. *

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence. *

Minors and college students who were part of the family but who now live away from home during the school year and are no longer on the lease may visit for up to 120 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 150 days per year, the minor will be considered to be an eligible visitor and not a family member.

- J. Reporting Additions to Owner and CRHA:** Reporting changes in household composition to the CRHA is both a HUD and a CRHA requirement.

The family obligations require the family to request CRHA approval to add any other family member as an occupant of the unit and to inform the CRHA of the birth, adoption or court-awarded custody of a child. The family must request prior approval of additional household members in writing. If any new family member is added, the income of the additional member will be included in the family income as applicable under HUD regulations.

If the family does not obtain prior written approval from the CRHA, any person the family has permitted to move in may be considered an unauthorized household member.*

In the event that a visitor continues to reside in the unit after the maximum allowable time, the family must report it to the CRHA in writing within 30 days of the maximum allowable time. *

An interim re-examination will be conducted for any additions to the household.

In addition, the lease may require the family to obtain prior written approval from the owner when there are changes in family composition other than birth, adoption or court awarded custody.

- K. Reporting Absences to the CRHA:** Reporting changes in household composition is both a HUD and a CRHA requirement.

If a family member leaves the household, the family must report this change to the CRHA, in writing, within 30 days of the change and certify that the member is temporarily absent or permanently absent.

The CRHA will conduct an interim evaluation for changes which affect the Total Tenant Payment in accordance with the interim policy.

6.6 AVERAGING INCOME: When annual income cannot be anticipated for a full twelve months, the CRHA may:

- A. Annualize current income and conduct an interim re-examination if income changes;*
- B. Use bonuses and overtime received the previous year if there are bonuses or overtime which the employer cannot anticipate for the next twelve months; OR
- C. Use, by averaging, an estimate to reduce the number of interim adjustments for those families whose income fluctuates from month to month.

The method used depends on the regularity, source and type of income. *

6.7 MINIMUM INCOME: There is no minimum income requirement. Families who report zero income are required to complete a written certification every three months and undergo an interim re-certification every three months.

Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.*

If the family's expenses exceed their known income, the CRHA may make inquiry of the head of household as to the nature of the family's accessible resources.*

6.8 INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME: [24 CFR 982.54(d)(10)]

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the CRHA will calculate the income by using the following methodology and use the income figure which would result in a lower payment by the family:

- A. *Exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member; OR
- B. *Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

6.9 REGULAR CONTRIBUTIONS AND GIFTS: [24 CFR 5.609] Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every month or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$600 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. See "Verification Procedures" chapter for further definition.

*If the family's expenses exceed its known income, the CRHA may inquire of the family regarding contributions and gifts. For gifts to be excluded, families must show that the gift is

temporary, non-recurring, or sporadic in nature.

6.10 ALIMONY / CHILD SUPPORT and OTHER ADDITIONS TO ASSETS: [24 CFR 5.609] Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the CRHA will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and the family provides documentation of another form of payment. *

A. Lump-Sum Receipts: [24 CFR 5.609] Lump-sum payments and 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, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine the amount of retroactive rent that the family owes as a result of the lump sum receipt, the CRHA will retroactively calculate only receipts not reported for the one year re-certifications. *

1. **Prospective Calculation Methodology** *: If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:
 - a. The entire lump-sum payment will be added to the annual income at the time of the interim.
 - b. If amortizing the payment over one year will cause the family to pay more than 40% of the family's adjusted income (before the lump sum was added) for T T P, the CRHA and family may enter into a Payment Agreement, with the approval of the Housing Manager.

2. **Retroactive Calculation Methodology** *: The CRHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the CRHA. *

At the CRHA's option, the CRHA may enter into a Payment Agreement with the family. *

The amount owed by the family is a collectible debt even if the family becomes unassisted.

3. **Attorney Fees** *: The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does

not include an additional amount in full satisfaction of the attorney fees. *

6.11 CONTRIBUTIONS TO RETIREMENT FUNDS – AND OTHER ASSETS: [24 CFR 5.603(d)] Contributions to company retirement/pension funds are handled as follows:

- A. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
- B. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

6.12 ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE: [24 CFR 5.603(b)(3)] The CRHA must count assets disposed of for less than fair market value during the two years preceding certification or re-examination. The CRHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

6.13 CHILD CARE EXPENSES: [24 CFR 5.603] Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full time, or to actively seek employment. In the case of a child attending private school, only after-hours care can be counted as child care expenses. Child care expenses cannot be allowed as a deduction if there is an adult household member capable and appropriate for caring for the child who can provide the child care. The maximum child care expense allowed must be less than the amount earned by the person enabled to work.

6.14 MEDICAL EXPENSES *: [24 CFR 5.611] When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide. Nonprescription medicines must be doctor-recommended in order to be considered a medical expense. For families who qualify, nonprescription medicines will be counted toward medical expenses if the family furnishes legible receipts. Accupressure, accupuncture and related herbal medicines, and chiropractic services will be considered allowable medical expenses.

6.15 PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES: [24 CFR 5.520]

- A. **Applicability:** Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.
- B. **Prorated Assistance Calculation:** Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Calculations for each housing program are performed on the HUD 50058 form.

6.16 INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS:

- A. **Rules on Common Welfare Changes:** The CRHA will not reduce the rental

contribution for families whose welfare assistance is reduced due to the following: (1) fraud by a family member in connection with the welfare program; (2) failure to participate in an economic self-sufficiency program; or (3) noncompliance with a work activities requirement

However, the CRHA will reduce the rental contribution if the welfare assistance reduction is a result of any of the following:

1. the expiration of a lifetime time limit on receiving benefits;
2. a situation where a family member has not complied with other welfare agency requirements not listed above; or
3. a situation where a family member has complied with welfare agency economic self-sufficiency or work activities requirements but cannot or has not obtained employment.

B. Imputed Income: Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for rental contribution.

Imputed welfare income is not included in annual income if the family was not an assisted resident at the time of sanction.

The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction was imposed.

When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

C. Verification Before Denying a Request to Reduce Rent: The CRHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance with economic self-sufficiency or work activities requirements *before* denying the family's request for rent reduction.

The welfare agency, at the request of the CRHA, will inform the CRHA of (1) the amount and term of specified welfare benefit reduction for the family; (2) the reason for the reduction; and (3) subsequent changes in term or amount of reduction.

D. Cooperation Agreements *: The CRHA has an unwritten cooperation agreement in place with the local welfare agency which assists the CRHA in obtaining the necessary information regarding welfare sanctions. The CRHA has taken a proactive approach to culminating an effective working relationship between the CRHA and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to Section 8 and public housing residents. The CRHA and the local welfare agency have mutually agreed to notify each other of any economic self-sufficiency and/or other appropriate programs or services that would benefit Section 8 and public housing residents.

6.17 UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS: [24 CFR 982.153, 24 CFR 982.517] The same Utility Allowance Schedule is used for all tenant-based programs.

A. Requirements: The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family's actual energy consumption.

The CRHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards. The CRHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

The CRHA must classify utilities in the utility allowance schedule according to the following general categories: space heating, cooking, water heating, water, sewer, trash collection; other electric, refrigerator (for tenant supplied refrigerator), range (cost of tenant-supplied range); and other specified services.

An allowance for tenant-paid air conditioning will be provided in those cases where the majority of housing units in the market have central air conditioning or are wired for tenant installed air conditioners [24 CFR 982.517]. Where families provide their own range and refrigerator, the CRHA will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns these appliances. Allowances for ranges and refrigerators will be based on the lesser of the cost of leasing or purchasing the appropriate appliance over a 12-month period.

The approved utility allowance schedule is given to families along with their Voucher. The utility allowance is based on the actual unit size selected.

B. Reviews of Allowance: The CRHA will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

C. Utility Reimbursement: Where the calculation on the HUD 50058 results in a utility reimbursement payment due to the family [24 CFR 982.514(b)], the CRHA will provide a utility reimbursement payment for the family each month. The check will be made out directly to the tenant.

*Denotes local options CRHA has elected to establish as policy.

Chapter 7

VERIFICATION PROCEDURES

[24 CFR Part 5, Subparts B, D, E and F; 24 CFR 982.158]

7.1 INTRODUCTION: HUD does not have specific standards for proper verification. This chapter includes industry practices demonstrating acceptable verification and CRHA policy preferences.

HUD regulations require that all eligibility factors and Total Tenant Payment/Family Share be verified by the local PHA. CRHA staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third party verifications are not possible.

Applicants and program participants must provide true and complete information to the CRHA. The CRHA's verification requirements are designed to maintain program integrity. This chapter explains CRHA's verification procedures for: (1) preferences, (2) income, (3) assets, (4) allowable deductions, (5) family status, and (6) changes in family composition. The CRHA will obtain proper authorization from the family before requesting information from independent sources.

7.2 METHODS OF VERIFICATION AND TIME ALLOWED: [24 CFR 982.516] The CRHA will verify information through four methods acceptable to HUD. Preference shall be given to the types of verification based on the following order:

- A. Third-Party Written**
- B. Third-Party Oral**
- C. Review of Documents**
- D. Certification/Self-Declaration**

The CRHA will allow 15 business days for return of third-party verifications and 7 business days to obtain other types of verifications before going to the next method. The CRHA will document the file as to why third party written verification was not used.

For applicants, verifications may not be more than 60 calendar days old at the time of Voucher issuance. *For participants, verifications are valid for 60 calendar days from date of receipt.

- A. Third-Party Written Verification:** Third-party verification obtains information directly from a source. Third-party written verification forms will be sent and returned via first class mail, fax and/or email. Participating families will be required to sign an authorization for release of information.

Electronic verifications received directly from the source **are** considered third party written verifications.

*The CRHA will accept verifications in the form of computerized printouts delivered by the family from the following agencies:

- 1. Social Security Administration**

2. **Veterans Administration**
3. **Welfare Assistance**
4. **Unemployment Compensation Board**
5. **City or County Courts**

B. Third-Party Oral Verification: * Oral third-party verification will be used when written third-party verification is delayed or not possible. When third-party oral verification is used, staff will be required to complete a Contact Certification Form, noting with whom they spoke, the date of the conversation, and the facts provided. If oral third party verification is provided by telephone, the CRHA must originate the call.

C. Review of Documents: In the event that third-party written or oral verification is unavailable, or the information has not been verified by the third party within the allotted time discussed above in Section 7.2, the CRHA will place a note in the file and utilize documents provided by the family as the primary source. All documents provided must contain complete information.

* The CRHA will accept documents from the family provided that the document is such that tampering would be easily noted; for example:

1. **Printed wage stubs**
2. **Computer print-outs from the employer**
3. **Signed letters (provided that the information is confirmed by phone)**
4. **Other documents noted in this Chapter as acceptable verification**

* The CRHA will accept faxed documents.

* The CRHA will accept photocopies. If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, the CRHA will utilize third party verification.

* The CRHA will not delay the processing of an application beyond 30 business days because a third party does not return the verification in a timely manner.

D. Self-Certification/Self-Declaration: When verification cannot be made by third-party verification or document review, families will be required to submit a self-certification. Self-certification means a notarized statement.

7.3 RELEASE OF INFORMATION: [24 CFR 5.230] Adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act form.

In addition, family members will be required to sign specific authorization forms when information is needed that is not covered by the HUD form 9886. This form is called the Authorization for Release of Information/Privacy Act Notice.

Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance. It is a family obligation to supply true and accurate information and to sign all consent forms requested by the CRHA or HUD. A failure to do so

will result in a denial of service.

7.4 COMPUTER MATCHING: The 1988 McKinney Act authorized State wage record keepers to release to both HUD and local agencies information pertaining to wages and unemployment compensation.

- A. Independent Verification of Income:** HUD conducts a computer matching initiative to independently verify resident income. HUD can access income information and compare it to information submitted by CRHA on the 50058 form. HUD can disclose Social Security information to CRHA, but is precluded by law from disclosing Federal tax return data to CRHA. If HUD receives information from Federal tax return data indicating a discrepancy in the income reported by the family, HUD will notify the family of the discrepancy. The family is required to disclose this information to CRHA. See 24 CFR 5.240. HUD's letter to the family will also inform the family that HUD has notified the CRHA in writing of the family's obligation to contact their local PHA. HUD will send the CRHA a list of families who have received "income discrepancy" letters.
- B. Response to Income Discrepancy Letters:** When the CRHA receives notification from HUD that a family has been sent an "income discrepancy" letter, the CRHA will:
1. Wait 40 calendar days after the date of notification before contacting the tenant.
 2. After 40 calendar days, the CRHA will contact the tenant by both mail, Certified Mail and telephone asking the family to promptly furnish any letter or other notice by HUD concerning the income discrepancy or provide verification of family income.
 3. The CRHA will fully document the contact in the tenant's file, including a copy of the letter to the family and written documentation of all phone calls.
- C. New Verification Required:** When the family provides the required information, the CRHA will:
1. verify the accuracy of the income information received from the family;
 2. review the CRHA's interim recertification policy;
 3. identify unreported income;
 4. identify underpayment or overpayment of rent or subsidy;
 5. charge retroactive rent as appropriate;
 6. review proper application of all disregards; and
 7. change the amount of rent, terminate assistance or provide a reimbursement, as appropriate.

*** If the amount of rent owed to the CRHA exceeds \$5000, the CRHA will seek to terminate assistance.**

D. Failure of Tenant to Respond: If tenant fails to respond, the CRHA will:

1. Ask HUD to send a second letter.
2. After an additional 40 calendar days, the CRHA will ask HUD to send a third letter.
3. After an additional 40 calendar days, the CRHA will send a letter to the head of household, warning of the consequences if the family fails to contact the CRHA within two weeks.

E. Claims that Income Discrepancy Letter was not Received: If the tenant claims a letter from HUD was not received, the CRHA will:

1. Ask HUD to send a second letter with a verified address for the tenant;
2. After 40 calendar days, contact the tenant family;
3. If the tenant family still claims they have not received a letter, the CRHA will ask HUD to send a third letter.
4. After an additional 40 calendar days, the CRHA will set up a meeting with the family to complete IRS forms 4506 and 8821.
5. If the tenant family fails to meet with the CRHA or will not sign the IRS forms, the CRHA will send a warning letter to the head of household. This letter will notify the family that CRHA will initiate termination proceedings within one week if the tenant fails to meet with the CRHA and/or sign the forms.

F. Income Discrepancy Letter Received: If tenant does receive a discrepancy letter from HUD:

1. The CRHA will set up a meeting with the family.
2. If the family fails to attend the meeting, the CRHA will reschedule the meeting.
3. If the family fails to attend the second meeting, the CRHA will send a termination warning.
4. The family must bring the original HUD discrepancy letter to the CRHA.

G. Tenant Disagreement with Contents of Income Discrepancy Letter: If the tenant disagrees with the Federal tax data contained in the HUD discrepancy letter, the CRHA will ask the tenant to provide documented proof that the tax data is incorrect.

If the tenant does not provide documented proof, the CRHA will obtain proof to verify the Federal tax data using third party verification.

7.5 ITEMS TO BE VERIFIED: [24 CFR 982.516] CRHA staff administering the Section 8 program must verify the following items:

- A. Income:** All income not specifically excluded by the regulations.
- B. Student Status:** Full-time student status including High School students who are 18 or over.
- C. Current Assets:** Current assets including assets disposed of for less than fair market value in the preceding two years.

- D. **Child Care Expense**: Child care expense that allows an adult family member to be employed or to further his/her education.
- E. **Medical Expenses**: Total medical expenses of all family members in households whose head or spouse is elderly or disabled.
- F. **Disability Expenses**: Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an *adult* family member to be employed.
- G. **Disability Status**: Disability for determination of preferences, allowances or deductions.
- H. **Citizenship**: U.S. citizenship/eligible immigrant status
- I. **Social Security Numbers**: Social security numbers for all family members over 6 years of age or older who have been issued a social security number.
- J. **Preferences Status**: "Preference" status
- K. **Marital Status**: Marital status when needed for head or spouse definition.
- L. **Reductions in Benefits**: Verification of Reduction in Benefits for Noncompliance:
The CRHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

7.6 VERIFICATION OF INCOME: [24 CFR 982.516] This section defines the methods the CRHA will use to verify types of income.

- A. **Employment Income**: Verification forms request the employer to specify the dates of employment; amount and frequency of pay; date of the last pay increase; likelihood of change of employment status and effective date of any known salary increase during the next 12 months. *CRHA also requires the following: year to date earnings and estimated income from overtime, tips, bonus pay expected during the next 12 months.

Acceptable methods of verification include, in order of preference:

1. **Employment verification form completed by the employer.**
2. **Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings.**
3. **W-2 forms plus income tax return forms.**
4. **Self-certifications or income tax returns signed by the family may be used for verifying self-employment income, or income from tips and other gratuities.**

*In cases where there are questions about the validity of information provided by the family, the CRHA may require the most recent federal income tax statements.

- B. **Social Security, Pensions, Supplementary Security Income (SSI), Disability**

Income: Acceptable methods of verification include, in this order:

1. **Benefit verification form completed by agency providing the benefits.**
2. **Award or benefit notification letters prepared and signed by the providing agency.**
3. **Computer report electronically obtained or in hard copy.**

C. **Unemployment Compensation:** Acceptable methods of verification include, in this order:

1. **Verification form completed by the unemployment compensation agency.**
2. **Computer report electronically obtained or in hard copy, from unemployment office stating payment dates and amounts.**
3. **Payment stubs.**

D. **Welfare Payments or General Assistance:** Acceptable methods of verification include, in this order:

1. **CRHA verification form completed by payment provider.**
2. **Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months.**
3. **Computer-generated Notice of Action.**

E. **Alimony or Child Support Payments:** Acceptable methods of verification include, in this order:

1. **Copy of a separation agreement, settlement agreement or divorce decree stating the amount and type of support and the payment schedules.**
2. **A notarized letter from the person paying the support.**
3. **Copy of latest check and/or payment stubs from Court Trustee. CRHA must record the date, amount, and number of the check.**
4. **Family's self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.**
5. **If payments are irregular, the family must provide:**
 - a. **A copy of the separation agreement, settlement agreement or a divorce decree stating the amount and type of support and payment schedules, or**
 - b. **A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement, or**
 - c. **A notarized affidavit from the family indicating the amount(s) received, or**
 - d. **A welfare notice of action showing amounts received by the welfare**

agency for child support.

- F. Net Income from a Business:** In order to verify the net income from a business, the CRHA will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

Acceptable methods of verification include:

1. **IRS Form 1040, including Schedule C (Small Business), Schedule E (Rental Property Income), Schedule F (Farm Income).**

If accelerated depreciation was used on the tax return or financial statement, CRHA shall use the accountant's calculation of depreciation expense, computed using straight-line depreciation rules.

2. **Audited or unaudited financial statement(s) of the business.**
3. **Family's self-certification as to net income realized from the business during the previous years.**

- G. Child Care Business:** If an applicant/participant is operating a licensed day care business, income will be verified as with any other business.

If the family has filed a tax return, the family may be required to provide it.

- H. Recurring Gifts:** The family must furnish a self-certification, which contains the following information:

1. **The person who provides the gifts**
2. **The value of the gifts**
3. **The regularity (dates) of the gifts**
4. **The purpose of the gifts**

- I. Zero Income Status:** * Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, etc. are not being received by the household.

* The CRHA may request information from the Virginia Employment Commission.

*The CRHA will run a credit report if information is received that indicates the family has an unreported income source.

- J. Full-time Student Status:** Only the first \$480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income.

Financial aid, scholarships and grants received by full time students is not counted towards family income.

Verification of full time student status includes:

Written verification from the registrar's office or other school official.

School records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

7.8 INCOME FROM ASSETS: [24 CFR 982.516]

- A. Savings Account Interest Income and Dividends:** Acceptable methods of verification include, in this order:
- 1. Account statements, passbooks, certificates of deposit, or CRHA verification forms completed by the financial institution.**
 - 2. Broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification.**
 - 3. IRS Form 1099 from the financial institution, provided that the CRHA must adjust the information to project earnings expected for the next 12 months.**
- B. Interest Income from Mortgages or Similar Arrangements:** Acceptable methods of verification include, in this order:
- 1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.)**
 - 2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.**
- C. Net Rental Income from Property Owned by Family:** Acceptable methods of verification include, in this order:
- 1. IRS Form 1040 with Schedule E (Rental Income).**
 - 2. Copies of latest rent receipts, leases, or other documentation of rent amounts.**
 - 3. Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.**

7.9 VERIFICATION OF ASSETS:

- A. Family Assets:** The CRHA will require information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash).

Acceptable verification may include any of the following:

- 1. Verification forms, letters, or documents from a financial institution or broker.**
- 2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.**
- 3. Quotes from a stockbroker or realty agent as to net amount family would receive if they liquidated securities or real estate.**

4. **Real estate tax statements if the approximate current market value can be deduced from assessment.**
5. **Financial statements for business assets.**
6. **Copies of closing documents showing the selling price and the distribution of the sales proceeds.**
7. **Appraisals of personal property held as an investment.**
8. **Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.**

B. Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification: For all Certifications and Re-certifications, the CRHA will obtain the Family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-certification.

If the family certifies that they have disposed of assets for less than fair market value, certification is required that shows:

1. **all assets disposed of for less than FMV**
2. **the date they were disposed of**
3. **the amount the family received**
4. **the market value of the assets at the time of disposition.**

Third party verification will be obtained wherever possible.

7.10 VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME: [24 CFR 982.516]

A. Child Care Expenses: Written verification from the childcare provider is required. If the child care provider is an individual, s/he must provide a statement with the cost charged for his/her services.

Verifications must specify the child care provider's name, address, telephone number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

Family's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources.

B. Medical Expenses: Families claiming medical expenses must submit a certification as to any anticipated reimbursement, past, present or future, by an outside source. All claims will be verified by one or more of the methods listed below:

1. **Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of:**
 - (a) **the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and**

- (b) extent to which those expenses will be reimbursed by insurance or a government agency.
- 2. **Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family.**
- 3. **Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.**
- 4. **Attendant care:**
 - a. **A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.**
 - b. **Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services.**
 - c. **Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.**
 - d. **Copies of payment agreements or most recent invoice that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.**
 - e. **Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. CRHA may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one time, nonrecurring expenses from the previous year.**
 - f. **The CRHA will use mileage at the IRS rate, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.**

C. Assistance to Persons with Disabilities:

- 1. **In All Cases:** CRHA requires written certification from a reliable, knowledgeable professional that the person with a disability needs the services of an attendant and/or the use of auxiliary apparatus to be employed or to allow another family member/caretaker to be employed.
 CRHA requires Family's certification as to whether they receive reimbursement for any disability assistance and the amount of any reimbursement received.
- 2. **Attendant Care:** CRHA requires the Attendant's written certification of amounts received from the family, frequency of receipt, and hours of care

provided. Or

CRHA requires certification by the family and the attendant and copies of canceled checks that the family used to make payments.

3. Auxiliary Apparatus: CRHA requires receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.

In cases where a disabled individual is employed, CRHA requires a statement from the employer that the auxiliary apparatus is necessary for employment.

7.11 VERIFYING NON-FINANCIAL FACTORS:

- A. Verification of Legal Identity *: In order to prevent program abuse, the CRHA will require applicants to furnish verification of legal identity for all family members.

The following documents will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one document may be required.

1. **Certificate of Birth, naturalization papers**
2. **Church issued baptismal certificate**
3. **Current, valid Driver's license**
4. **U.S. military discharge (DD 214)**
5. **U.S. passport**
6. **Voter's registration**
7. **Company Identification Card**
8. **DMV Identification Card**
9. **Hospital records**
10. **INS documentation**

Documents considered acceptable for the verification of legal identity for minors may include one or more of the following:

1. **Certificate of Birth**
2. **Adoption papers**
3. **Custody agreement**
4. **Health & Human Services ID**
5. **School records**
6. **Hospital records**

- B. Verification of Marital Status:

Participants can verify marital/divorce status by providing a marriage certificate or a certified copy of a divorce decree, signed by a Court Officer, respectively.

Verification of a legal separation shall include a copy of court-ordered maintenance agreement or other records.

- C. Familial Relationships:** * Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.
- D. Verification of Permanent Absence of Family Member:** If an adult member of the household is reported as permanently absent by the family, the CRHA will consider any of the following as verification:
- 1. Husband or wife institutes divorce action.**
 - 2. Husband or wife institutes legal separation.**
 - 3. Order of protection/restraining order obtained by one family member against another.**
 - 4. Proof of another home address, such as utility bills, canceled checks for rent, driver's license, or lease or rental agreement, if available.**
 - 5. Statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location.**
 - 6. If the adult family member is incarcerated, a document from the Court or correctional facility stating how long they will be incarcerated.**
 - 7. If no other proof can be provided, the CRHA will accept a self-certification from the head of household or the spouse or co-head, if the head is the absent member.**
- E. Verification of Change in Family Composition:** The CRHA may verify changes in family composition (either reported or unreported) through letters, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.
- F. Verification of Disability:**
- 1. Participants may verify their disability by providing proof that they receive SSI or SSA disability payments under the Social Security Act or the Developmental Disabilities Assistance and Bill of Rights Act; OR**
 - 2. Participants may verify their disability by providing documentation from an appropriate physician, psychiatrist, psychologist, therapist, rehab specialist, or licensed social worker, using the HUD language as the verification format.**
- G. Verification of Citizenship/Eligible Immigrant Status:** [24 CFR 5.508, 24 CFR 5.510, 24 CFR 5.512, 24 CFR 5.514] To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who do not fit these categories may elect not to contend their status. Eligible immigrants must be in one of the categories specified by federal regulations and must have their status verified by Immigration and Naturalization Service (INS). Family members must declare their status. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while a CRHA hearing is pending. CRHA shall obtain and review documents of immigration status

and retain a photocopy of these documents in the file.

1. Citizens or Nationals of the United States are required to sign a declaration under penalty of perjury. * The CRHA will require citizens to provide documentation of citizenship. Acceptable documentation will include at least one of the following original documents:
 - a. **US birth certificate**
 - d. **Social security card**
 - b. **United States passport**
 - e. **Resident alien/registration card**
 - c. **Other appropriate documentation as determined by CRHA**
2. Eligible Immigrants who were Participants and 62 or over on Sept. 30, 1996, are required to sign a declaration of eligible immigration status and provide proof of age.
3. Non-citizens with eligible immigration status must sign a declaration of status, a verification consent form and provide their original immigration documents which will be copied both front and back and returned to the family. The CRHA verifies the status through the INS SAVE system. If this primary verification fails to verify status, the CRHA must request within ten days that the INS conduct a manual search.
4. Ineligible family members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse.
5. Non-citizen students on student visas are ineligible members even though they are in the country lawfully. They must provide their student visa and must be listed on the statement of ineligible members. Their status will not be verified and they do not sign a declaration.
6. Failure to Provide. If an applicant or participant family member fails to sign required declarations and consent forms or fails to provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family may be denied or terminated for failure to provide required information.

H. Time of Verification: For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the time of initial application. The CRHA will not provide assistance to any family prior to the affirmative establishment and verification of their eligibility or at least one member of the family. Once verification has been completed for any covered program, it need not be repeated except where port-in families do not have the documentation from the initial Authority. CRHA must then conduct the determination.

1. Extensions of Time to Provide Documents

The CRHA will grant an extension of 30 days for families to submit evidence of eligible immigrant status.

2. Acceptable Documents of Eligible Immigration

The regulations stipulate that only the following documents are acceptable

unless changes are published in the Federal Register.

- a. Resident Alien Card (I-551)**
- b. Arrival-Departure Record (I-94)**
- c. Employment Authorization Card (I-688B)**
- d. Temporary Resident Card (I-688)**
- e. Alien Registration/Receipt Card (I-151)**

An INS replacement receipt for any of the above documents shall be considered sufficient to show the individual's entitlement has been verified. A birth certificate is not acceptable verification of status. All documents in connection with U.S. citizenship/eligible immigrant status must be kept five years.

If the CRHA determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated for 24 months, unless the ineligible individual has already been considered in prorating the family's assistance.

I. Verification of Social Security Numbers: [24 CFR 5.216] Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of social security numbers will be done through a social security card issued by the Social Security Administration. If a family member cannot produce a social security card, only the documents listed below showing his or her social security number may be used for verification. The family is also required to certify in writing that the document(s) submitted in lieu of the social security card is/are complete and accurate:

- 1. A driver's license**
- 2. Identification card issued by a Federal, State or local agency**
- 3. Identification card issued by a medical insurance company or provider (including Medicare and Medicaid)**
- 4. An identification card issued by an employer or trade union**
- 5. An identification card issued by a medical insurance company**
- 6. Earnings statements or payroll stubs**
- 7. Bank Statements**
- 8. IRS Form 1099**
- 9. Benefit award letters from government agencies**
- 10. Retirement benefit letter**
- 11. Life insurance policies**
- 12. Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records**
- 13. Verification of benefits or social security number from Social**

Security Administration

New family members ages six and older will be required to produce their social security card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to the CRHA.

If an applicant or participant is able to disclose the social security number but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect provided by the CRHA. The applicant/participant or family member will have an additional 30 days to provide proof of the social security number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the CRHA may grant an extension for an additional 60 days to a total of 120 days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance will be terminated.

If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect.

- J. Medical Need for Larger Unit:** A written certification that a larger unit is necessary must be obtained from a reliable, knowledgeable professional.

7.12 VERIFICATION OF WAITING LIST PREFERENCES: [24 CFR 982.207]

A. Local Preferences:

1. Involuntary Displacement

Families who claim they are being or have been displaced due to either a disaster or government action may receive a preference. Families must provide written verification by the displacing unit or agency of government, or by a service agency such as the Red Cross. Displacement by HUD due to disposition of a project requires written verification from HUD.

Families who claim they are being or have been displaced because of actions taken by the owner/agent of the unit the family is renting may also qualify for a preference. Families may provide the following: (1) notification by an owner to the family of the action, (2) written verification by the owner or agent, (3) documents such as sales agreements, foreclosure notices or building permits.

Families who claim they are being or have been displaced due to domestic violence may qualify for a preference with the following verification:

- a.** Written verification from police, social service agency, court, clergyperson, physician, and/or public or private facility giving shelter and/or counseling to victims.

- b. Verification must be obtained (from a landlord or other source) that the abuser still resides at the unit.

2. Living in Substandard Housing and/or homeless:

- a. Families who claim to be living in a substandard housing unit may qualify for a preference provided that there is an Authority inspection which documents that the premises is not up to HQS standards.
- b. "Homeless" Families may qualify for a preference with a written certification by a public or private facility providing shelter, the police, or a social services agency.

The CRHA designates agencies for this purpose. Any suitable agency may provide verification. A copy of the designated agencies can be provided to any individual upon request. CRHA maintains a regular and ongoing list.

* A CRHA inspector may verify that the applicant is living in a place not normally used for human habitation.

3. Rent Burden: Paying more than 50% of income for rent may qualify a family for a preference provided that the family produces the following verification:

- a. Families will be required to verify their income, the amount of rent and utilities they are obligated to pay, and the period of time they have been residing in the unit.
- b. *Families must furnish copies of rental receipts, the lease, canceled checks, and/or money orders.
- c. *The CRHA may contact the landlord directly by mail or telephone.
- d. *In cases where the family pays rent to a co-renter or sublets the unit, the CRHA requires a certification from the person who receives the money from the applicant.
- e. *If there is no lease or occupancy agreement, the CRHA may require receipts and/or other forms of identification which indicate the cost of renting the residence and properly identify the renter, such as receipts, telephone bills, utility bills, driver's license, school records.
- f. To verify the amount due to amortize the purchase price of a manufactured home, copies of the most recent payment receipts, canceled checks or money order receipts, or a copy of the current purchase agreement.
- g. At the family's option, the CRHA can use either the actual cost of utilities or the CRHA's Section 8 Existing utility allowance schedule. To verify the amount the family actually paid for utilities not included in the rent, a family must provide the following:
 - (1) Copies of receipts, canceled checks, bills showing previous utility payments.
 - (2) *Written verification of consumption costs directly from the utility or service supplier.

(3) Verification must be provided for a minimum of 3 months.

(4) Documentation of the amount of rent due must be provided for a period of 3 months.

4. Residency Preference: This preference applies to any and all families who live, work or have been hired to work in the jurisdiction of the CRHA. Families who are unable to work due to age or disability automatically qualify for this preference.

* In order to verify that an applicant is a resident, the CRHA will require verification from one of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, statement from the household with whom the family is residing.

* For families who have been hired to work in the jurisdiction of the CRHA, a statement from the employer will be required.

5. Working Preference and/or Educational/Training Participants: This preference is available for families with at least one member who is employed and/or to families whose head or spouse is receiving income based on their inability to work. Where applicable, the CRHA will require a statement from the employer.

This preference is also available for families who are participants in educational or training programs designed to prepare the individual for the job market. The CRHA will require a statement from the agency or institution providing the education or training.

6. Victims of Domestic Violence: CRHA will require written verification that the family has sought services and assistance for prior victimization by a family or household member within the last six months. In every case, CRHA will work with the family to find appropriate documentation on a case by case basis.

*Denotes local options CRHA has elected to establish as policy.

Chapter 8

VOUCHER ISSUANCE AND BRIEFINGS

[24 CFR 982.301, 24 CFR 982.302]

8.1 INTRODUCTION: The CRHA strives to ensure that families selected to participate in the voucher program are equipped with the tools necessary to locate an acceptable housing unit. Families are provided sufficient knowledge and information regarding the program and how to achieve the maximum benefits available while complying with program requirements. When eligibility has been determined, the CRHA will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, CRHA procedures, and how to lease a unit. The family will also receive a briefing packet, which provides more detailed information about the program including the benefits of moving outside areas of poverty and minority concentration. This chapter describes how briefings will be conducted, the information that will be provided to families, and the policies on handling changes in family composition.

8.2 ISSUANCE OF VOUCHERS: [24 CFR 982.204(d), 982.54(d)(2)] When funding is available, the CRHA will issue vouchers to applicants whose eligibility has been determined. The number of vouchers issued must guarantee that the CRHA stays as close as possible to 100 percent lease-up.

The CRHA performs a monthly calculation electronically to determine whether applications can be processed, the number of vouchers that can be issued, and to what extent the CRHA can over-issue vouchers (issue more vouchers than the budget allows) to achieve full lease-up.

The CRHA may over-issue vouchers only to the extent necessary to meet leasing goals. All vouchers that are over-issued must be honored. If the CRHA finds it is over-leased, it must adjust future issuance of vouchers in order not to exceed the ACC budget limitations over the fiscal year.

The CRHA must select participants from the waiting list.

8.3 BRIEFING TYPES AND REQUIRED ATTENDANCE: [24 CFR 982.301]

- A. Initial Applicant Briefing:** A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in groups. Families who attend group briefings and still have the need for individual assistance will be referred to the Section 8 Eligibility Occupancy Specialist.

Briefings will be conducted in English. Interpreter services will be provided as necessary. The purpose of the briefing is to explain how the program works and the documents in the voucher holder's packet. Families should leave these sessions fully informed about the program. This will enable participants to utilize the program to their advantage, and it will prepare them to discuss the program requirements with potential owners and property managers.

The Authority will use the briefing to explain the documents included in the voucher information packet, and to discuss relevant issues including, but not limited to the following:

1. A general description of the HCV Section 8 Program.

2. Family and owner responsibilities.
3. Where a household may lease a unit, including renting a unit outside the CRHA jurisdiction.
4. Explanation of portability.
5. Advantages of moving to a census tract with low poverty.
6. Special considerations concerning families that may have special needs.
7. Exercising choice in residency.
8. Choosing a unit carefully and only after due consideration.
9. The Family Self-Sufficiency Program and its advantages.
10. Tenant obligations associated with Welfare to Work Programs.
11. The benefits and challenges of moving to an opportunity neighborhood.
12. Tenant Readiness.
13. Maintenance of a "Search" log.

The CRHA will not issue a voucher to a family unless the household representative has attended a briefing and signed the voucher. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend two scheduled briefings, without prior notification and approval of the CRHA, may be denied admission based on failure to supply information needed for certification. The CRHA will conduct individual briefings for families with disabilities at their home, upon request by the family and if required as a reasonable accommodation.

B. Briefing Packet Information When Family Is Selected: [24 CFR 982.301] The documents and information provided in the briefing packet for the voucher program will comply with all HUD requirements. The CRHA also includes other information and/or materials that are not required by HUD.

1. **Information Provided in Lease Briefing:** The family is provided with the following information and materials:
 - a. The term of the voucher, and the CRHA policy for requesting extensions or suspensions of the voucher (referred to as tolling). When a Request for Tenancy Approval is received, the CRHA will deduct the number of days required to process the request from the term of the voucher. The definition of tolling time is the difference in time from which a tenant submits the Request for Tenancy Approval (RFTA) and the time in which we determine eligibility of the unit. Once the tenant submits the RFTA to CRHA the sixty (60) day voucher time stops (temporarily) until eligibility is determined. If the unit fails eligibility, another RFTA is then given to the tenant to continue the search for an eligible unit and the balance of the sixty (60) day time begins. And this process continues until the sixty (60) day time on voucher has expired.
 - b. A description of the method used to calculate the housing assistance payment for a family, including how the CRHA determines the payment standard for a family; how the CRHA determines total tenant payment for a family and information on the payment standard and utility allowance schedule; how the CRHA determines the maximum allowable rent for an assisted unit, including the rent reasonableness standard.

- c. Where the family may lease a unit.
- d. Owner responsibilities;
- e. For a family that qualifies to lease a unit outside the CRHA jurisdiction under portability procedures, the information must include an explanation of how portability works.
- f. The HUD required tenancy addendum, which must be included in the lease.
- g. The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- h. The CRHA Subsidy Standards including when and how exceptions are made and how the voucher size relates to the unit size selected.
- i. The HUD brochure on how to select a unit and the HUD brochure "A Good Place to Live" on how to select a unit that complies with HQS.
- j. The HUD pamphlet on lead-based paint entitled *Protect Your Family From Lead in Your Home*.
- k. Information on Federal, State and local equal opportunity laws and a copy of the housing discrimination complaint form.
- l. The CRHA will also include the pamphlet "Fair Housing: It's Your Right" and other information about fair housing laws and guidelines.
- m. A list of landlords or other parties willing to lease to assisted families or help in the search. The list includes landlords or other parties who are willing to lease units or help families find units outside areas of poverty or minority concentration.
- n. If the family includes a person with disabilities, notice that the CRHA will provide a list of available accessible units known to the CRHA.
- o. The family obligations under the program.
- p. The grounds on which the CRHA may terminate assistance for a participant family because of family action or failure to act.
- q. CRHA informal hearing procedures including when the CRHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
- r. An explanation of how portability works, including a list of neighboring housing agencies with the name, address and telephone number of a portability contact person for use by families who move under portability.
- s. A map showing areas representing various income levels of the jurisdiction and surrounding areas for the purpose of expanding housing opportunities for families.
- t. Information regarding the CRHA's outreach program, which assists families who are interested or are experiencing difficulty in obtaining available housing units in areas outside of minority concentrated locations.
- u. A list of properties or property management organizations that own or operate housing units outside areas of poverty or minority

concentration.

2. Information which CRHA May Include: The CRHA may also include any of the following informational tools in the briefing packet:

- a. Procedures for notifying the CRHA and/or HUD of program abuses such as side payments, extra charges, violations of tenant rights, and owner failure to repair.
- b. The family's rights as a tenant and a program participant.
- c. Requirements for reporting changes between annual re-certifications.
- d. Information on security deposits and legal referral services.
- e. Exercising choice in residency.
- f. Choosing a unit carefully and only after due consideration.
- g. The Family Self-Sufficiency program and its advantages.

If the family includes a person with disabilities, the CRHA will ensure compliance with 24 CFR 8.6 to ensure effective communication.

- C. **Move Briefing:** * A move briefing will be held for participants who will be reissued a voucher to move and have given notice of intent to vacate to their landlord. This briefing includes incoming and outgoing portable families.
- D. **Owner Briefing:** * Briefings are held for owners annually. All new owners receive a personal invitation and current owners are notified by mail. Prospective owners are also welcome. The purpose of the briefing is to assure successful owner participation in the program. The briefing covers the responsibilities and roles of the three parties.
- E. **Signature Briefing:** * The CRHA provides group briefings for new owners and any other owners who wish to attend at least once per year.

* Interested owners who request to sit in on scheduled family briefings to obtain information about the voucher program will be allowed to do so.

8.4 ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION:

- A. **HUD Requirements:** SEMAP requires the CRHA to adopt and implement a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration. The CRHA will inform voucher holders of the full range of areas where they may lease both inside and outside of the CRHA's jurisdiction. This jurisdiction is defined as the areas inside Charlottesville, as well as the surrounding counties, and other states. The CRHA will supply a list of landlords or other parties who are willing to lease units or help family find units, including units outside areas of poverty or minority concentrations. The CRHA will inform voucher holders about the mobility counseling programs.
- B. **CRHA Briefings:** At the briefing, families are encouraged to search for housing in non-impacted areas and the CRHA will provide assistance to families who wish to do so.

* The CRHA will investigate and analyze when voucher holders are experiencing difficulties locating or obtaining housing units outside areas of concentration.
- C. **Scope of Assistance:** * The assistance provided to Families having difficulties

locating housing includes:

1. Providing families with a search record form to gather and record info;
2. Counseling for the family;
3. Providing information about services in various non-impacted areas;
4. Formal or informal discussions with landlord groups;
5. Meeting with fair housing groups or agencies.

8.5 ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION: The CRHA will give participants a copy of HUD Form 903 to file a complaint and refer them to Legal Aid.

8.6 SECURITY DEPOSIT REQUIREMENTS: [24 CFR 982.313]

- A. The owner is not required to but may collect a security deposit from the tenant. Security deposits charged to families may be any amount the owner wishes to charge, subject to the following conditions.

- B. Leases Effective on or after October 2, 1995
 1. Security deposits charged by owners may not exceed those charged to unassisted tenants or the maximum two months rent to owner as prescribed by State or local law.
 2. Responsibility for first and last month's rent is not considered a security deposit issue. In these cases, the owner should settle the issue with the tenant prior to the beginning of assistance.

- C. Leases Effective Prior to October 2, 1995
 1. The amount of the Security Deposit which could have been collected by owners under contracts effective prior to October 2, 1995 was such that the amount could not exceed Total Tenant payment or Fifty Dollars (\$50), whichever is greater, for non lease-in-place families.
 2. In limited instances where pre-merger voucher contracts are still in effect, under the pre-merger voucher program, the owner at his/her discretion, could have collected a Security Deposit in an amount not the exceed CRHA's policy of greater than 30% of the adjusted monthly income or \$50 for non-lease-in-place families.
 3. The amount charged to unassisted tenants [up to a maximum of one month's rent]. The Security Deposit may not exceed the maximum allowed under state or local law.

8.7 TERM OF VOUCHER: [24 CFR 982.303, 24 CFR 982.54(d)(11)] During the briefing session, each household will be issued a voucher, which represents a contractual agreement between the CRHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

- A. **Expirations:** The initial term voucher is valid for a period of at least sixty calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period unless an extension has been granted by the CRHA. In accordance with 24 CFR 982.303 (b)(2) If the family needs and

request an extension of the initial voucher term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the PHA must extend the voucher term up to the term reasonably required for that purpose.

If the voucher has expired, and has not been extended by the CRHA or expires after an extension, the family will be denied assistance. The family may request a review to demonstrate good cause beyond the voucher holder's control. This request must occur within 10 calendar days of the expiration date. If the family is currently assisted, then they may remain as a participant in their unit provided that an assisted lease/contract is in effect.

B. Suspensions: The CRHA must decide whether to suspend or toll a voucher.

When a Request for Approval of Tenancy is received, the CRHA will deduct the number of days required to process the request from the 60-calendar-day term of the voucher.

C. Extensions: The final merger rule, published in the Federal Register on 10/22/99, revised 24 CFR 982.303 to allow the CRHA's discretion to extend the cumulative voucher term beyond the prior 120-day limit, whether for reasonable accommodation or other good cause as determined by the CRHA. The CRHA must establish policies in their Administrative Plan stating the conditions for granting extensions beyond the initial 60-calendar day term of the voucher. Therefore, the CRHA makes 30 calendar day extensions available to voucher holders. Unless approved by the Director of Operations, no more than two extensions of 30 calendar days or less will be granted and never for a total of more than an additional 60 calendar days, except to accommodate a disability or for other good cause shown.

D. Tolling: The definition of tolling time is the difference in time from which a tenant submits the Request for Tenancy Approval (RFTA) and the time in which we determine eligibility of the unit. Once the tenant submits the RFTA to CRHA the sixty (60) day voucher time stops (temporarily) until eligibility is determined. If the unit fails eligibility, another RFTA is then given to the tenant to continue the search for an eligible unit and the balance of the sixty (60) day time begins. And this process continues until the sixty (60) day time on voucher has expired.

E. Assistance to Voucher Holders: Families who require additional assistance during their search may call the CRHA office to request assistance. Voucher holders will be notified at their briefing session that the CRHA periodically updates the listing of available units. CRHA will make the updated list available to voucher holders upon request.

The CRHA will assist families with negotiations for a unit and provide other assistance related to the families' search for housing.

* After the first 45 days of the search, the family is required to maintain a search record which must be shown to staff when requesting an extension.

8.8 VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS: [24 CFR 982.315] In those instances when a family assisted under the Section 8 program divides into two otherwise eligible families due to divorce, legal separation, or the division of the family, the CRHA will look first for a family agreement. If the new families cannot agree as to which new

family unit should continue to receive the assistance, the CRHA will look for a judicial determination in a temporary or final order executed by a court of competent jurisdiction.

If there is no family agreement or judicial determination, then the Director of Operations shall consider the following factors to determine which of the families will continue to be assisted:

- A. * Which of the two new family units has custody of dependent children;
- B. * Which family member was the head of household when the voucher was initially issued (listed on the initial application).
- C. * The composition of the new family units, and which unit contains elderly or disabled members.
- D. * Whether domestic violence was involved in the breakup.
- E. * Which family members remain in the unit.
- F. * Recommendations of social service professionals.

Documentation of the factors listed above will be the responsibility of the requesting parties.

If documentation is not provided, the CRHA will terminate assistance on the basis of failure to provide information necessary for a re-certification.

8.9 REMAINING MEMBER OF TENANT FAMILY - RETENTION OF VOUCHER: [24 CFR 982.315] To be considered the remaining member of the tenant family, the person must have been previously approved by the CRHA to be living in the unit.

A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the Family.

* In order for a minor child to continue to receive assistance as a remaining family member:

- A. * The court has to have awarded emancipated minor status to the minor, or
- B. * The CRHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(ren) for an indefinite period.

A reduction in family size may require a reduction in the voucher family unit size.

*Denotes local options CRHA has elected to establish as policy.

Chapter 9

REQUEST FOR APPROVAL OF TENANCY AND CONTRACT EXECUTION

[24 CFR 982.302]

9.1 INTRODUCTION: [24 CFR 982.305(a)] The CRHA's program operations shall efficiently utilize available resources and provide eligible families with timely assistance for all budgeted units. The CRHA's objectives include maximizing HUD funds by providing assistance to as many eligible families and for as many eligible units as the budget will allow.

After families are issued a voucher, they may search for a unit anywhere within the CRHA jurisdiction, or outside of the CRHA jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Program (HAP) Contract with CRHA. This chapter defines the types of eligible housing, the CRHA's policies on initial inspections, lease requirements, owner disapproval, and the processing of Requests for Tenancy Approval (RFTA).

9.2 REQUEST FOR APPROVAL OF TENANCY: [24 CFR 982.302, 24 CFR 982.305(b)]

- A. **RFAT:** The Request for Approval of Tenancy and a copy of the proposed lease, including the HUD tenancy addendum, must be submitted to CRHA by the family during the term of the voucher. The family must submit the RFAT in the form and manner required by the CRHA.

Both the owner and the voucher holder must sign the RFAT.

* The CRHA will not permit the family to submit more than one RFAT at a time.

The CRHA will review the proposed lease and the RAFT documents to determine whether or not they are acceptable. The request will be approved if:

1. **The unit is an eligible type of housing**
2. **The unit meets HUD's Housing Quality Standards (and any additional criteria as identified in this Administrative Plan)**
3. **The rent is reasonable**
4. **The security deposit is in accordance with any limitations in this plan.**
5. **The proposed lease complies with HUD and CRHA requirements (See "Lease Review" section below).**
6. **The owner is approvable, and there are no conflicts of interest (See "Owner Disapproval" section below).**

At the time a family initially receives assistance in a unit (new admissions and moves), if the gross rent for the unit exceeds the applicable payment standard for the family, the family share of rent may not exceed 40 percent of the family monthly-adjusted income.

- B. **Disapproval of RFAT:** If the CRHA determines that the request cannot be approved for any reason, then the landlord and the family will be notified in writing. The CRHA will instruct the owner and family of the steps that are necessary to approve

the request.

The owner will be given 30 calendar days from the date of disapproval to submit an approvable RFAT. CRHA may in their sole discretion grant an extension for good cause.

When, for any reason, a RFAT is not approved, the CRHA will furnish another RFAT form to the family along with the notice of disapproval so that the family can continue to search for eligible housing.

9.3 ELIGIBLE TYPES OF HOUSING: [24 CFR 982.353] The CRHA will approve any of the following types of housing in the voucher program:

- A. All dwelling unit types such as apartments, homes, and duplexes can be utilized.
- B. Manufactured homes where the tenant leases the mobile home and the pad.
- C. Manufactured homes where the tenant owns the mobile home and leases the pad.
- D. Group homes
- E. Congregate facilities (only the shelter rent is assisted)
- F. Single room occupancy
- G. Units owned (but not subsidized) by the CRHA (following HUD guidelines)
- H. Cooperative Housing
- I. Home Ownership

A family can own a rental unit but cannot reside in it while being assisted, except in cases where the tenant owns the mobile home and leases the pad. A family may lease and have an interest in a cooperative housing development.

The CRHA may not permit a voucher holder to lease a unit that receives project-based Section 8 assistance or any duplicative rental subsidies.

9.4 LEASE REVIEW: [24 CFR 982.308]

- A. **Lease Review Generally:** The CRHA will review the lease, noting the optional charges and whether the lease complies with all Federal regulations and state and local law. The tenant must have legal capacity to enter into a lease under state and local law. Responsibility for utilities, appliances and optional services must correspond to those provided on the RFAT.

The family and owner must submit a standard lease used in the locality by the owner that is used for other unassisted tenants in the premises. The terms and conditions of the lease must be consistent with state and local law.

- B. **Lease Specifications:** The lease must specify:

1. The names of the owner and tenant;
2. The address of the unit rented (including apartment number, if any);
3. The amount of the monthly rent to owner;

4. The term of the lease;
5. The utilities and appliances to be supplied by the owner and;
6. The utilities and appliances to be supplied by the family.
7. The HUD tenancy addendum must be included in the lease word-for-word AND/OR clearly attached and incorporated into the lease by reference before the lease is executed.
8. Effective September 15, 2000, the owner's lease must include the Lead Paint Warning Statement and disclosure information required by 24 CFR 35.92(b).
9. The lease must provide that drug-related criminal activity engaged in by the tenant, any household member, or any guest on or near the premises, or any person under the tenant's control on the premises is grounds to terminate tenancy.
10. The lease must also provide that an owner may evict a family when the owner determines that:
 - a. **Any household member is illegally using a drug; or**
 - b. **A pattern of illegal use of drugs by any household member interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.**
11. The lease must provide that the following types of criminal activity are grounds to terminate the tenancy:
 - a. **Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents (including property management staff residing on the premises);**
 - b. **Any criminal activity that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises; or**
 - c. **Any violent criminal activity on or near the premises by a tenant, household member, or guest; or**
 - d. **Any violent, criminal activity on the premises by any other person under the tenant's control.**
12. The lease must provide that the owner may terminate tenancy if a tenant is:
 - a. **Fleeing to avoid prosecution or custody or confinement after conviction for a crime, or attempting to commit a crime, that is a felony under the laws of the place from which the individual flees (e.g. serious misdemeanor in NJ); or**
 - b. **Violating a condition of probation or parole imposed under Federal or State law.**
13. House Rules of the owner may be attached to the lease as an addendum, provided they are approved by the CRHA, that they do not violate any fair housing provisions and that they do not conflict with the tenancy addendum.

C. Actions Before Lease Termination: All of the following must be completed before

the initial lease term on a unit:

1. The CRHA has inspected the unit and determined that the unit satisfies the HQS;
2. The CRHA has determined that the rent charged by the owner is reasonable;
3. The landlord and the tenant have executed the lease, including the HUD-prescribed tenancy addendum;
4. The CRHA has approved leasing the unit in accordance with program requirements;
5. When the gross rent exceeds the applicable payment standard for the family, the CRHA must determine that the family share (total family contribution) will not be more than 40% of the family's monthly adjusted income.

9.5 SEPARATE AGREEMENTS: CRHA prohibits illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease. All participants and owners will be advised of this prohibition.

The family is not liable under the lease for unpaid charges covered by separate agreements. Nonpayment of these agreements cannot be cause for eviction.

Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease if the agreement is in writing and approved by the CRHA.

Any appliances, services or other items that are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For there to be a separate agreement, the family must have the option of not utilizing the service, appliance or other item.

If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, so long as those charges are reasonable and not a substitute for higher rent, they will be allowed.

All agreements for special items or services must be attached to the lease approved by the CRHA. If agreements are entered into at a later date, they must be approved by the CRHA and attached to the lease.

9.6 INITIAL INSPECTIONS: [24 CFR 982.305(a) & (b)] See "Chapter 19 Housing Quality Standards and Inspections" requirements for different types of Housing.

9.7 RENT LIMITATIONS: [24 CFR 982.507] The CRHA will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises.

By accepting each monthly housing assistance payment from the CRHA, the owner certifies that the rent is not more than rent charged by the owner for comparable unassisted units in the premises. The owner is required to provide the CRHA with information requested on rents charged by the owner on the premises or elsewhere.

At all times during the tenancy, the rent may not be more than the most current reasonable rent as determined by the CRHA.

9.8 DISAPPROVAL OF PROPOSED RENT: In any of the programs, if the proposed gross rent is not reasonable, at the family's request, the CRHA will negotiate with the owner to reduce the rent to a reasonable rent. If, in the voucher program, the rent is not affordable because the family share would be more than 40% of the family's monthly adjusted income, the CRHA will negotiate with the owner to reduce the rent to an affordable rent for the family.

If the rent can be approved after negotiations with the owner, the CRHA will continue processing the Request for Approval of Tenancy and lease. If the revised rent involves a change in the provision of utilities, the owner must submit a new Request for Approval of Tenancy.

If the owner does not agree on the rent to owner after the CRHA has tried and failed to negotiate a revised rent, the CRHA will inform the family and owner that the lease is disapproved.

9.9 INFORMATION TO OWNERS: [24 CFR 982.307(b), 24 CFR 982.54(d)(7)] In accordance with HUD requirements, the CRHA will furnish prospective owners with the family's current address as shown in the CRHA's records and, if known to the CRHA, the name and address of the landlord at the family's current and prior address.

* The CRHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The CRHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and for compliance with other essential conditions of tenancy.

A statement of the CRHA's policy on releases of information to prospective landlords will be included in the briefing packet that is provided to the family. The CRHA will provide the following types of information to landlords:

- A. The CRHA will provide documented information regarding tenancy history.
- B. The CRHA will provide any tenancy/eviction history from documentation in its possession, including information concerning drug trafficking by family members.
- C. The information will be provided for the previous two years.
- D. The information will be provided orally, or in writing if requested.

Only the CRHA staff may provide this information. CRHA will apply this policy of notification to owners uniformly for all participant families.

9.10 OWNER DISAPPROVAL: [24 CFR 982.306] See Chapter 16 on disapproval and restriction of Owners.

9.11 CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HOUSING ASSISTANCE PROGRAM (HAP) EFFECTIVE DATE: When the family reports changes in factors that will affect the total family share prior to the effective date of the HAP contract at

admission, the information will be verified and the total family share will be recalculated. If the family does not report any change, the CRHA need not obtain new verifications before signing the (HAP) contract, even if verifications are more than 60 days old.

9.12 CONTRACT EXECUTION PROCESS: [24 CFR 982.305(c)] The CRHA prepares the Housing Assistance Contract for execution. The family and the owner will execute the lease agreement, and the owner and the CRHA will execute the HAP contract. Copies of the documents will be furnished to the parties who signed the respective documents. The CRHA will retain a copy of all signed documents.

The CRHA makes every effort to execute the HAP contract before the commencement of the lease term. The HAP contract may not be executed more than 60 calendar days after commencement of the lease term and no payments will be made until the contract is executed. Any HAP contract signed after the 60-day calendar period is void and the CRHA must not pay any assistance to the owner.

The following CRHA representatives are authorized to execute a contract on behalf of the CRHA: the Rental Office Department Supervisor and the Section 8 Administration Agent.

Owners must provide an employer identification number or social security number, and a copy of their driver's license or other photo identification. If ownership cannot be validated through third party verification, owners must submit proof of ownership of the property, such as a grant deed or tax bill. A copy of the management agreement if the property is managed by a management agent must be submitted. Also the owner's telephone number and business number must be submitted if applicable.

Unless their lease was effective prior to June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member. The CRHA will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.

9.13 CHANGE IN OWNERSHIP: See Chapter 16 on "Owner Disapproval and Restriction.

Chapter 10

HOUSING QUALITY STANDARDS AND INSPECTIONS

[24 CFR 982.401]

10.1 INTRODUCTION: Housing Quality Standards (hereinafter “HQS”) are the HUD minimum quality standards for tenant-based programs. All program housing must meet HQS performance standards both at initial occupancy and annually during the term of the lease. The use of the term "HQS" in this Administrative Plan refers to the combination of both HUD and CRHA requirements. (See additions to HQS). HQS standards apply to the building, premises, and the unit annually. Newly leased units must pass the HQS inspection before the beginning date of the assisted lease and HAP contract.

The CRHA will inspect each unit under contract at least annually. The CRHA will also have an inspection supervisor perform quality control inspections on the number of files required for file sampling by SEMAP annually to maintain the CRHA’s required standards and to assure consistency in the CRHA’s program. This chapter describes the CRHA's procedures for performing HQS and other types of inspections, and CRHA standards for the timeliness of repairs. It also explains the responsibilities of the owner and family, and the consequences of non-compliance with HQS requirements for both families and owners.

10.2 GUIDELINES/TYPES OF INSPECTIONS: [24 CFR 982.401(a), 24 CFR 982.405]

- A. ***Local Building and Housing Code:** All units must meet the minimum standards set forth in the Charlottesville Building/Housing Code. In cases of inconsistency between the Code and these HQS, the stricter of the two shall prevail.
- B. ***Promoting Available:** CRHA will make efforts at all times to encourage owners to provide housing above HQS minimum standards. The CRHA will not promote any additional acceptability criteria likely to adversely affect the health or safety of participant families, or severely restrict housing choice.
- C. ***Utilities Requirements:** All utilities must be in service prior to the inspection. If the utilities are not in service at the time of inspection, the inspector will notify the tenant or owner (whomever is responsible for the utilities according to the RFAT) to have the utilities turned on. The inspector will schedule a re-inspection.
- D. ***Abuse of Appliances:** If the tenant is responsible for supplying the stove and/or the refrigerator, the CRHA will allow the stove and refrigerator to be placed in the unit after the unit has passed all other HQS. The CRHA will conduct a re-inspection.
- E. ***Types of Inspections:** There are six types of inspections the CRHA will perform:
 - 1. Initial/Move-in: Conducted upon receipt of Request for Approval of Tenancy.
 - 2. Annual: Must be conducted within twelve months of the last annual inspection.
 - 3. Move-Out/Vacate (for pre 10/2/95 contracts where there could be damage claims) and upon request.
 - 4. Special/Complaint: At request of owner, family or an agency or third party.

5. Quality Control

6. Re-inspections: Follow-up for failed, incomplete or unable to conduct inspections.

10.3 INITIAL HQS INSPECTION/ACTIONS BY CRHA BEFORE LEASE TERMINATION:

[24 CFR 982.401(a), 24 CFR 982.305(b)(2)]

A. Timely Initial HQS Inspection:

1. Time Limit for CRHA Inspection. The CRHA will inspect the unit, determine whether the unit satisfies the HQS and notify the family and owner of the determination within 15 days after the family and the owner have submitted a request for approval of tenancy.

2. Suspension of Term.

a. The same 15-day clock will be suspended during any period when the unit is not available for inspection.

b. The CRHA will include “date unit available for inspection” on the RFAT form. This date will determine whether the CRHA will be required to meet the same 15-day requirement or whether the CRHA will suspend the same 15-day period because the unit is not available for inspection until after the same 15-day period.

B. Inspection Criteria: The Initial Inspection will be conducted to:

1. Determine if the unit and property meet the HQS defined in this Plan and pursuant to CFR 24 982.401 et seq.

2. Document the current condition of the unit as to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.

3. Document the information to be used for determination of rent-reasonableness.

D. If Unit Fails HQS: If the unit fails the initial Housing Quality Standards inspection, the family and owner will be advised to notify the CRHA once repairs are completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as Fail, at the inspector's discretion, depending on the amount and complexity of work to be done.

The owner will be allowed up to 3 re-inspections for repair work to be completed.

If the time period given by the inspector to correct the repairs has elapsed, or the maximum number of failed re-inspections has occurred, the family must select another unit.

10.4 ANNUAL HQS INSPECTIONS: [24 CFR 982.405(a)]

A. Time and Notice for Inspections: At least annually the CRHA conducts an inspection in accordance with H Q S. CRHA will notify the family in writing 90 days prior to the re-certification date. CRHA will request that the family contact CRHA’s designated inspector to set a date and time of the inspection appointment. The family must contact the inspector within 10 days of receipt of the letter to schedule the inspection. If the family fails to contact the inspector upon receipt of the first letter a

second is sent notifying the family that the unit must be inspected in order for the rental assistance to continue. The family must allow the CRHA to inspect the unit at reasonable times with reasonable notice. [24 CFR 982.551(d)]. CRHA will schedule the next inspection 60 days prior to the last annual inspection, so that the inspections are conducted at least annually, as required by SEMAP. Special inspections may be scheduled between anniversary dates.

- B. Failure to Pass HQS / Schedule Appointment:** The landlord must correct HQS deficiencies that cause a unit to fail unless it is a failure for which the tenant is responsible.

If the family does not contact the CRHA to reschedule the inspection, or if the family misses 3 inspection appointments, the CRHA will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in the Plan.

* The family is also notified that it is a Family Obligation to allow the CRHA to inspect the unit. If the family was responsible for a breach of HQS identified in the "Denial or Termination of Assistance" chapter of this Administrative Plan, they will be advised of their responsibility to correct.

- C. Time Standards for Repairs**

1. Emergency items which endanger the family's health or safety must be corrected by the owner within 24 hours of notification. (See Emergency Repair Items section.)
2. For non-emergency items, repairs must be made within 30 days.
3. For major repairs, the HQS Inspector may approve an extension beyond 30 days.

- D. Rent Increases:** Rent to owner increases may not be approved if the unit has failed the HQS Inspection.

10.5 SPECIAL INSPECTIONS:

- A. Move Out / Vacate:** *A move out inspection will be performed only at the landlord's or the tenant's request.

- B. Special / Complaint Inspections [24 CFR 982.405(c)]:** If at any time the family or owner notifies the CRHA that the unit does not meet Housing Quality Standards, the CRHA will conduct an inspection.

*The CRHA may also conduct a special inspection based on information from third parties such as neighbors or public officials.

The CRHA will inspect only the items which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs.

- C. Quality Control Inspections [24 CFR 982.405(b)]:** Quality Control inspections will be performed by the Rental Office Department Supervisor on the number of files required by SEMAP. The purpose of Quality Control inspections is to ascertain that

each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the HQS.

The sampling of files will include recently completed inspections (within the prior 3 months), a cross-section of neighborhoods, and a cross-section of inspectors.

10.6 ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS: [24 CFR 982.401 (a)]

A. The CRHA adheres to the following acceptability criteria and Charlottesville codes:

1. HQS Standards as articulated by 24 CFR 982.401 et seq.
2. * Local Codes [24 CFR 982.401(a)(4)]
3. Local Zoning and Administrative Codes

B. Modifications: * Modifications or adaptations to a unit due to a disability must meet all applicable HQS and local building codes.

Extension for repair items not required by HQS will be granted for adaptations to the unit if agreed to by the tenant and landlord. CRHA will allow execution of the HAP contract if a unit meets all requirements and the modifications do not affect the livability of the unit.

10.7. EMERGENCY REPAIR ITEMS: [24 CFR 982.404(a)] The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the inspector:

- * **A.** Lack of security for the unit
- * **B.** Waterlogged ceiling in imminent danger of falling
- * **C.** Major plumbing leaks or flooding
- * **D.** Natural gas leak or fumes
- * **E.** Electrical problem which could result in shock or fire
- * **F.** No heat when temperature inside unit is below 60 degrees Fahrenheit.
- * **G.** Utilities not in service
- * **H.** No running hot water
- * **I.** Broken glass where someone could be injured
- * **J.** Obstacle which prevents tenant's entrance or exit
- * **K.** Lack of functioning toilet
- * **L.** In those cases where there is leaking gas or potential of fire or other threat to public safety, and the responsible party cannot be notified or it is impossible to make the repair, proper authorities will be notified by the CRHA.
- * **M.** If the emergency repair item(s) are not corrected in the time period required by the CRHA, and the owner is responsible, the housing assistance payment will be abated and the HAP contract will be terminated.

If the emergency repair item(s) are not corrected in the time period required by

the CRHA, and it is an HQS breach, which is a family obligation, the CRHA will terminate the assistance to the family.

***N. Smoke Detectors:** * Inoperable smoke detectors are a serious health threat and will be treated by the CRHA as an emergency (24 hour) fail item.

* If the smoke detector is not operating properly the CRHA will contact the owner by letter and request the owner to repair the smoke detector within 24 hours from the receipt of letter. The CRHA will re-inspect the unit the following day.

10.8 CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS):

[24 CFR 982.405, 24 CFR 982.453]

A. Abatement: When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) in the time period specified by the CRHA, the assistance payment to the owner will be abated.

A Notice of Abatement and subsequent notices will be sent to the owner and the family, and the abatement will be effective from the day after the date of the failed inspection. The notice is generally for 30 days, depending on the nature of the repair(s) needed.

The CRHA will inspect abated units within 30 days of the owner's notification that the work has been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. * The notice of abatement states that the tenant is not responsible for the CRHA's portion of rent that is abated.

B. Termination of Contract: If the owner is responsible for repairs, and fails to correct all the deficiencies cited prior to the end of the abatement period, the owner will be sent a HAP Contract Proposed Termination Notice. Prior to the effective date of the termination, the abatement will remain in effect.

If repairs are completed before the effective termination date, the termination will be rescinded by the CRHA provided the tenant chooses to remain in the unit. No more than two Housing Quality Standards inspections will be conducted after the termination notice is issued unless the inspector determines additional inspections are appropriate.

10.9 DETERMINATION OF RESPONSIBILITY: [24 CFR 982.404, 982.54(d)(14)]

A. Tenant's HQS Responsibilities: Certain HQS deficiencies are considered the responsibility of the family:

1. Tenant-paid utilities not in service
2. Failure to provide or maintain family-supplied appliances

3. Damage to the unit or premises caused by a household member or guest beyond normal wear and tear.

B. Owner's HQS Responsibilities:

1. The owner must maintain a unit in accordance with HQS. Owners are responsible for all other HQS violations. Non-emergency HQS violations must be completed within 30 business days.
2. The owner is responsible for vermin infestation even if the family's living habits contributed. However, if such infestation is serious and repeated, it may be considered a lease violation and the owner may evict for serious or repeated violation of the lease. The CRHA may terminate the family's assistance on that basis.

10.10 CONSEQUENCES IF FAMILY IS RESPONSIBLE: [24 CFR 982.404(b)] If emergency or non-emergency violations of HQS are determined to be the responsibility of the family, the CRHA will require the family make any repair(s) or corrections within 30 of days. If the repair(s) or correction(s) are not made in this time period, the CRHA will terminate assistance to the family, after providing an opportunity for an informal hearing. The HQS Inspector must approve extensions in these cases. The owner's rent will not be abated for items which are the family's responsibility.

If the tenant is responsible and corrections are not made, the HAP contract will terminate when assistance is terminated.

Section 8 Policy #1001:

Current Section 8 Administrative Plan clearly notes all policies associated with Housing Quality Standard Inspections including quality control processes.

Per that policy, current practices include filing each completed inspection booklet in each client file at the time it is completed. Additionally, 12 units (5%) annually are subject to quality control inspections by a third party provider [currently conducted by HQS inspection staff at the Albemarle County Housing Office] within 90 days of the last inspection. Upon receipt of the quality control inspection [from Albemarle County Housing], the inspection form is marked "Quality Control" is placed in the tenant's file.

Discrepancies found between the initial inspection and the quality control inspection will be documented and a corrective action plan developed and implemented if necessary. Record of quality control inspections and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

*Denotes local options CRHA has elected to establish as policy.

Chapter 11

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS [24 CFR 982.502, 24 CFR 982.503, 24 CFR 982.504, 24 CFR 982.505, 24 CFR 982.507]]

11.1 INTRODUCTION:

- A. **Merger Date:** The policies in this chapter reflect the HUD regulations, which were implemented by the Quality Housing and Work Responsibility Act of 1998 for the Section 8 Tenant-Based Assistance Program. These amendments became effective on October 1, 1999. This date is called the "merger date." These amendments complete the merging of the Section 8 Certificate and Voucher Programs into one program, called the Housing Choice Voucher Program.

In accordance with the regulations, effective 10/1/99, for those Section 8 participant families where there is a HAP contract in effect entered into prior to October 1, 1999, the CRHA will:

1. Continue to uphold the rent calculation methods of the pre-merger certificate (regular) tenancies until the second regular re-examination of family income and composition following the "merger date."
2. Utilize the Housing Choice Voucher rent calculation methods described at 24 CFR 982.502 and 24 CFR 982.505 for pre-merger voucher [and OFTO] tenancies.

However, all new leases, moves and new admissions taking effect on or after October 1, 1999 will be subject to the regulations of the new Housing Choice Voucher Program.

- B. **Rent Reasonableness Policy:** The CRHA will determine rent reasonableness in accordance with 24 CFR 982.507(a). It is the CRHA's responsibility to ensure that the rents charged by owners are reasonable based upon unassisted comparables in the rental market, using the criteria specified in 24 CFR 982.507(b).

This chapter explains the CRHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the payment standards, and rent adjustments.

11.2 RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM:

The rent to an owner must comply with two standards:

- A. **Rent Reasonableness Standard:** The rent to an owner is limited only by the rent reasonableness standard. The CRHA must demonstrate that the rent to an owner is reasonable in comparison to rent for other comparable unassisted units.
- B. **Maximum Rent At Initial Occupancy:** The only other limitation on rent to an owner is the maximum rent standard at initial occupancy (24 CFR

982.508). At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, whether it is a new admission or a move to a different unit, if the gross rent for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40 percent of the family's monthly adjusted income. This income verification must not be more than 60 days old.

In addition, a lease may not raise the rent during the initial term of the lease.

11.3 MAKING PAYMENTS TO OWNERS: [24 CFR 982.451]

- A. Payment to the Owner:** Once the HAP contract is executed, the CRHA begins processing payments to the landlord. The term of the HAP Contract is the same term as the lease. A HAP Register will be used as a basis for monitoring the accuracy and timeliness of payments. Changes are made automatically to the HAP Register for the following month. The Director of Finance disburses checks to the owner each month. Checks will only be disbursed on the first and fifteenth of the month, except at the discretion of the Director of Finance.

Checks that are not received will not be replaced until a written request has been received from the payee and a stop payment has been put on the check.

- B. Excess Payments:** The total of rent paid by the tenant plus the CRHA housing assistance payment to the owner may not be more than the rent to owner. The owner must immediately return any excess payment to the CRHA.

Owners who do not return excess payments will be subject to penalties on debts owed to the CRHA.

- C. Late Payments by CRHA:** The CRHA will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond the CRHA's control, such as a delay in the receipt of program funds from HUD.

The CRHA will use administrative fee income or the administrative fee reserve as its only source for late payment penalty. The CRHA will not use any program funds for the payment of late fee penalties to the owner.

11.4. RENT REASONABLENESS DETERMINATIONS: [24 CFR 982.507]

Guidelines require CRHA to have a reasonable written methodology for determining rent reasonableness in its Administrative Plan.

The CRHA will determine and document on a case-by-case basis that the approved rent is reasonable in comparison to rent for other comparable unassisted units in the market. This applies to all programs.

- A. When To Make A Rent Reasonableness Determination:** The CRHA will only approve a lease under the following circumstances:

- 1. Initial Lease Term:** The CRHA must determine that the initial rent to owner is a reasonable rent.

2. **Increases in Rent:** The CRHA must re-determine the rent reasonable before any increase in the rent to an owner.
3. **Published Decrease in Fair Market Value:** If there is a five percent decrease in the published FMR in effect 60 days before a contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before a contract anniversary, then the CRHA must do a new rent reasonableness calculation.
4. **HUD Directed Determinations:** The CRHA must re-determine rent reasonableness if directed by HUD and/or if there is a reason identified by the CRHA's auditing system to re-evaluate. The CRHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the most recent rent reasonableness as determined /re-determined by the CRHA.

B. Owner's obligation Under the Rent Reasonableness Standard: The owner will be advised that by accepting each monthly housing assistance payment s/he will be certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

If requested, the owner must give the CRHA information on rents charged by the owner for other units in the premises or elsewhere.

C. Sources for Calculation of Rent Reasonableness: The data for other unassisted units will be gathered from newspapers, realtors, professional associations, inquiries of owners, market surveys, and other available sources.

The market areas for rent reasonableness are neighborhoods within the CRHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area. CRHA will look at neighborhoods in the immediate vicinity for market area data. If units in the immediate vicinity are not comparable, other units elsewhere in the area may be considered with adjustments for crime, perception of crime, curb appeal, concentration race, economic and educational levels.

D. Documentation of Rent Reasonableness: The following items will be used for rent reasonableness documentation:

1. Size (number of Bedrooms/square footage)
2. Location
3. Quality
4. Amenities (bathrooms, dishwasher, air conditioning, etc.)
5. Housing Services
6. Age of Unit
7. Unit Type
8. Maintenance
9. Utilities

E. Rent Reasonableness Methodology: CRHA uses an appraisal method and tests the subject unit against selected units in the same area with similar characteristics. Adjustments are made for favorable and unfavorable differences between the subject unit and comparables. Each of the HUD factors is given a point value.

CRHA maintains an automated database that includes data on unassisted units. Staff utilizes this information in making rent reasonableness determinations. The data is updated on an annual basis and purged when it is more than 12 months old.

The local market is surveyed to determine what unassisted units on the private market are renting for on an annual basis. Using the information that is gathered from the landlords and property managers in the survey, points are assigned to those rental units. If utilities are not included in the rent, CRHA calculates a utility allowance to add to the rent to get gross rent. From this information CRHA builds a database of rental units in the private market to determine what units are renting for in the area.

By assigning points to a unit based of the Rent Comparability Form, CRHA is able to rate the unit as fair, average, good, and excellent. Looking at the units on the private market that fall within each of these categories, CRHA is able to determine the highest and lowest rents charged in a given category. This data provides the rent ranges for the rent reasonableness determination.

When the inspection of a Section 8 unit is performed, the unit is rated based on the established point system. The points for the unit are totaled from various categories. The reasonable rent is determined by comparing the total points for the unit to those on the chart from the private market.

11.5 PAYMENT STANDARDS FOR THE VOUCHER PROGRAM: [24 CFR 982.503]

The Payment Standard is used to calculate the monthly housing assistance payment for a family. In accordance with HUD regulation, and at the CRHA's discretion, the Voucher Payment Standard amount is set by the CRHA at 110 percent of the HUD published FMR. This is considered the basic range. The CRHA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the CRHA will ensure that the Payment Standard is always within the range of 90 percent to 110 percent of the new FMR, unless an exception payment standard has been approved by HUD.

The CRHA will establish a single voucher payment standard amount for each FMR area in the CRHA jurisdiction. For each FMR area, the CRHA will establish payment standard amounts for each "unit size." The CRHA may have a higher payment standard within the CRHA's jurisdiction if needed to expand housing opportunities outside areas of minority or poverty concentration, as long as the payment standard is within the 90-110% of FMR range.

The CRHA may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with disabilities.

11.6 ADJUSTMENTS TO PAYMENT STANDARDS: [24 CFR 982.503] Payment

Standards may be adjusted, within HUD regulatory limitations, to increase Housing Assistance Payments in order to keep families' rents affordable. The CRHA will not raise Payment Standards solely to make "high end" units available to Voucher holders. The CRHA may use some or all of the measures below in making its determination whether an adjustment should be made to the Payment Standards.

- A. **Assisted Families' Rent Burdens***: The CRHA will review its voucher payment standard amounts at least annually to determine whether more than 40 percent of families in a particular unit size are paying more than 30% of their annual adjusted income for rent.
- B. **Lowering of the Payment Standard**: Lowering of the FMR may require an adjustment of the Payment Standard. Additionally, statistical analysis may reveal that the Payment Standard should be lowered. In any case, the Payment Standard will not be set below 90 percent of the FMR without authorization from HUD.
- C. **Financial Feasibility**: Before increasing the Payment Standard, the CRHA may review the budget to determine the impact projected subsidy increases would have on funding available for the program and number of families served.

For this purpose, the CRHA will compare the number of families who could be served under a higher Payment Standard with the number assisted under the current Payment Standards.
- D. **File Documentation**: The CRHA shall maintain documentation for at least three years as to the agency's analysis and findings on the yearly Payment Standard. This documentation shall be maintained regardless of whether there was a change in payment standard.

11.7 EXCEPTION PAYMENT STANDARDS: If the dwelling unit is located in an exception area, the CRHA must use the appropriate payment standard amount established by the CRHA for the exception area in accordance with regulation at 24 CFR 982.503(c).

To prevent financial hardship for families, and increase housing choice opportunities, the CRHA may request approval from the Assistant Secretary of Public and Indian Housing to establish an exception payment standard of 120% of the FMR for designated areas within its jurisdiction. Currently, the CRHA has not applied to receive HUD approval to establish a payment standard amount that is higher or lower than the basic range. Should the CRHA request an exception payment standard, areas, types and sizes will be delineated.

11.8. OWNER PAYMENT IN THE HOUSING CHOICE VOUCHER PROGRAM: [(24CFR 982.308(g)] The owner is required to notify the CRHA, in writing, at least sixty days prior to any change in the rental amount. Any requested change in rent to an owner will be subject to rent reasonableness requirements. See 24 CFR 982.503.

Section 8 Policy #1000:

In addition to all approved Section 8 policies and procedures, assigned staff will review annually a minimum of 6 client files reporting zero income for completeness and accuracy. Errors will be documented and a corrective action plan developed and implemented if necessary. Record of quality control reviews and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

Section 8 Policy #1004:

Assigned staff will review 10 Section 8 client files per month for completeness and accuracy. Errors will be documented and a corrective action plan developed and implemented if necessary. Record of quality control reviews and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

*Denotes local options CRHA has elected to establish as policy.

Chapter 12

RECERTIFICATIONS

[24 CFR 982.516]

12.1 INTRODUCTION: In accordance with HUD requirements, the CRHA will reexamine the income and household composition of all families at least annually. Families will be provided accurate annual and interim rent adjustments. Re-certifications and interim examinations will be processed in a manner that ensures families are given reasonable notice of rent increases. All annual activities will be coordinated in accordance with HUD regulations. It is a HUD requirement that families report all changes in household composition. This Chapter defines the CRHA's policy for conducting annual re-certifications and coordinating annual activities. It also explains the interim reporting requirements for families and the standards for timely reporting.

12.2 ANNUAL ACTIVITIES: [24 CFR 982.516, 24 CFR 982.405] There are three activities the CRHA must conduct on an annual basis (hereinafter "annual activities"). The CRHA must produce a monthly listing of Section 8 units to ensure that each unit has a timely review of the following activities annually:

- A. Re-examination and Rectification of income and family composition.
- B. HQS inspection: see "Housing Quality Standards and Inspections" chapter.
- C. Rent to owner adjustment and calculation of the Total Tenant Payment: Must follow HUD requirements. See Chapter 11 on "Owner Rents, Rent Reasonableness and Payment Standards".

Whenever possible the annual activities will be coordinated so as to be convenient to all parties.

12.3 ANNUAL RE-CERTIFICATION/RE-EXAMINATION: [24 CFR 982.516] Families' re-certification must occur at least annually.

- A. Moves Between Reexaminations: When families move to another dwelling unit, an annual re-certification will be scheduled. If a re-certification has occurred in the past 60 calendar days, then the anniversary date will be changed to the certification date that just occurred in the last 60 calendar days.

Income limits are not used as a test for continued eligibility at re-certification.

B. Re-examination Notice to the Family:

1. Notice Deadline/ Procedure: The CRHA will maintain a re-examination tracking system and the household will be notified by mail of the date and time for their interview at least 90 calendar days in advance of the anniversary date. The CRHA will * schedule the date and time of appointments in advance and mail a notification to the family of that date and time.
2. Reasonable Accommodation during Re-examination: If requested as an accommodation by a person with a disability, the CRHA will provide the notice in an accessible format. The CRHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities.

These accommodations will be granted upon verification that an individual meets the need presented by the disability.

C. Completion of Annual Re-certification:

1. **Completion Date:** The CRHA will have all re-certifications for families completed before the anniversary date. This includes notifying the family of any changes in rent at least 30 days before the scheduled date of the change in family rent.
2. **Persons with Disabilities:** Persons with disabilities who are unable to come to the CRHA's office will be granted an accommodation by conducting the interview at the person's home upon verification that the accommodation requested meets the need presented by the disability

D. Collection of Information: [24 CFR 982.516(f)], [24 CFR 982.516] The CRHA implements a re-certification procedure designed to ensure that the income data provided by families is complete and accurate.

In accordance with 24 CFR 982.516 Family income and composition for regular and interim re-examination. The CRHA representative will interview the family and enter the information provided by the family on the re-certification form, review the information with the family and have them sign the form. This system must utilize the Personal Declaration Form so that the CRHA has information in the family representative's own handwriting.

E. Requirements to Attend: All adult family members will be required to attend the re-certification interview. If the head of household is unable to attend the interview, the appointment will be rescheduled. CRHA will evaluate on a case-by-case basis whether to reschedule the appointment if other adult household members are unable to attend

F. Failure to Respond to Notification to Recertify: The written notification sent to a family for re-certification must state which family members are required to attend the interview. The family may call to request another appointment date.

If the family does not appear for the re-certification interview, and has not rescheduled or made prior arrangements with the CRHA, the CRHA will reschedule a second appointment.

If the family fails to appear for the second appointment, and has not rescheduled or made prior arrangements, the CRHA will:

1. send family notice of termination and
2. offer them an informal hearing.

Exceptions to these policies may be made if the family is able to document an emergency situation that prevented them from canceling or attending the appointment or if requested as a reasonable accommodation for a person with a disability.

G. Verification of Information: [24 CFR 982.516] In accordance with 24 CFR 982.516 Family income and composition for regular and interim re-examination. The

CRHA will follow the verification procedures and guidelines described in this Plan. Verifications for re-examinations must be less than 90 calendar days old.

- H. Tenant Rent Increases:** If tenant rent increases, a thirty-day notice is mailed to the family prior to the scheduled effective date of the annual re-certification.

If less than thirty days are remaining before the scheduled effective date of the annual re-certification, the tenant rent increase will be effective on the first of the month following the thirty-calendar day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent to the scheduled effective date of the annual re-certification.

- I. Tenant Rent Decreases:** If tenant rent decreases, it will be effective on the first of the month after it is reported.

If the family causes a delay so that the processing of the re-examination is not complete by the anniversary date, rent change will be effective on the first day of the month following completion of the re-examination processing by the CRHA.

12.4 REPORTING INTERIM CHANGES: [24 CFR 982.516] Program participants must report all changes in household composition to the CRHA between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain CRHA approval prior to all other additions to the household. At re-certification, the family income must include income of all family members, including family members not related by blood or marriage.

If any new family member is added, family income must include any income of the new family member. The CRHA will conduct a re-examination to determine such additional income and will make the appropriate adjustments in the housing assistance payment and family unit size.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required at the first interim or regular re-certification after moving into the unit.

- A. Increases in Income:** CRHA has discretion to decide , when increases in income must be reported, and whether or not interim adjustments will be done when there is an increase in income. Even if CRHA does not do interim adjustments when families have an increase in income, the CRHA can still require families to report any increases.

- B. Interim Reexamination Policy:** The CRHA will conduct interim reexaminations when families have an increase in income.

* Families will be required to report increases in income/assets between regular annual reexaminations, but those increases will not affect the amount of rent unless the increase of income is greater than \$300 per month. This dollar figure will be adjusted periodically to correspond with the public housing program.

- C. Decreases in Income:** Participants must report a decrease in income and other changes, which would reduce the amount of tenant rent, such as an increase in allowances or deductions. The CRHA must calculate the change if a decrease in

income is reported.

- D. CRHA Errors:** If the CRHA makes a calculation error at admission to the program or at an annual re-examination, an interim re-examination will be conducted, if necessary, to correct the error, but the family will not be charged retroactively. Families will be given decreases, when applicable, retroactive to when the decrease due to a change in circumstances would have been effective if calculated correctly.

12.5 OTHER INTERIM REPORTING ISSUES: An interim re-examination does not affect the date of the annual re-certification.

An interim re-examination will be scheduled for families with zero income every 90 calendar days.

Any changes reported by participants other than those listed in this section will be noted in the file by the CRHA staff but will not be processed between regularly scheduled annual re-certifications.

12.6 INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS: [24 CFR 5.615]

- A. Benefit Reductions:** The CRHA will not reduce the family share of rent for families whose welfare assistance is reduced due to a "specified welfare benefit reduction", which is a reduction in benefits by the welfare agency specifically because of:
1. fraud in connection with the welfare program; or
 2. noncompliance with the welfare agency requirement to participate in an economic self-sufficiency program.
- B. When Reduction is Applicable:** The CRHA will reduce the rent if the welfare assistance reduction is a result of:
1. The expiration of a lifetime time limit on receiving benefits; or
 2. A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, or
 3. A situation where a family member, other than the head of household, has not complied with other welfare agency requirements.
- C. Definition of Covered Family:** A household that receives benefits for welfare or public assistance from a State or public agency program which requires, as a condition of eligibility to receive assistance, that a family member participates in an economic self-sufficiency program.
- D. Definition of "Imputed Welfare Income" and Procedures for Management of Imputed income:**
1. **Imputed Income Defined:** The amount of annual income, not actually received by a family, as a result of a specified welfare benefit reduction, that is included in the family's income for purposes of determining rent.
 2. **Determination of Imputed Income Amount:** The amount of imputed welfare income is determined by the CRHA, based on written information supplied to the

CRHA by the welfare agency, including:

- a. The amount of the benefit reduction
 - b. The term of the benefit reduction
 - c. The reason for the reduction
 - d. Subsequent changes in the term or amount of the benefit reduction
3. The family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of the welfare benefits reduction (as specified by the welfare agency).

The amount of imputed welfare income will be offset by the amount of additional income the family receives that commences after the sanction was imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero. If the family was not an assisted resident when the welfare sanction began, imputed welfare income will not be included in annual income.

4. **Review of Imputed Income Calculation:** If the family claims the amount of imputed welfare income has been calculated incorrectly, the Rental Office Department Supervisor will review the calculation for accuracy. If the imputed welfare income amount is correct, the CRHA will provide a timely written notice to the family that includes:
- a. A brief explanation of how the amount of imputed welfare income was determined;
 - b. A statement that the family may request an informal hearing if they do not agree with the CRHA determination.

- D. Verification Before Denying a Request to Reduce Rent:** *Before* denying the family's request for rent reduction, the CRHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced by final agency action due to (1) fraud, (2) noncompliance with welfare agency economic self-sufficiency or (3) work activities requirements..

The CRHA will rely on the welfare agency's written notice to the CRHA regarding welfare sanctions.

- E. Cooperation Agreements:** [24 CFR 5.613] * Where feasible, the CRHA will take a proactive approach to working with the local welfare agency. Through an effective working relationship, CRHA shall identify and target economic self-sufficiency programs throughout the community that are available to Section 8 tenant-based assistance families.

* The CRHA and the local welfare agency have mutually agreed to exchange information regarding any economic self-sufficiency and/or other appropriate programs or services that would benefit Section 8 tenant-based assistance families.

- F. Family Dispute of Amount of Imputed Welfare Income:** If the family disputes the amount of imputed income and the CRHA denies the family's request to modify the amount, the CRHA will provide the tenant with a notice of denial, which will include:

1. An explanation of the CRHA's determination as to the amount of imputed welfare income.
2. A statement that the tenant may request an informal hearing.
3. A statement that the grievance information received from the welfare agency cannot be disputed at the informal hearing, and the issue to be examined at the informal hearing, and the issue to be examined at the informal hearing will be the CRHA's determination of the amount of imputed welfare income not the welfare agency's determination to sanction the welfare benefits.

12.7 NOTIFICATION OF RESULTS OF RE-CERTIFICATIONS: [HUD Notice PIH 98-6] The HUD Form 50058 will be completed and transmitted as required by HUD.

The Notice of Rent Change is mailed to the owner and the tenant. Signatures are not required by the CRHA. If the family disagrees with the rent adjustment, they may request an informal hearing.

12.8 TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS): [24 CFR 982.516(c)]

- A. Standard for Timely Reporting of Changes in Circumstances:** The CRHA requires that families report interim changes in their income and/or assets (hereinafter "change in circumstances") to the CRHA within 30 days of when the change occurs. Any information, document or signature needed from the family to verify the change in circumstances must be provided within 30 days of the change.

If the change in circumstances is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

- B. Procedures when the Change in Circumstances is Reported in a Timely Manner:**

The CRHA will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following guidelines:

1. Increases in the Tenant Rent are effective on the first of the month following at least thirty days' notice of this change in rental amount.
2. Decreases in the Tenant Rent are effective the first of the month following CRHA's receipt of a signed verification documenting the change in circumstances.

- C. Procedures when the Change is Not Reported by the Family in a Timely Manner:**

If the family does not report the change in circumstances as described under Section 12.8 A for Timely Reporting, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

1. Increase in Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and may be required to sign a Repayment Agreement.

2. **Decrease in Tenant Rent** will be effective on the first of the month following the month that the change in circumstances was reported and all necessary releases are signed.

D. **Procedures when the Change in Circumstances is Not Processed by the CRHA in a Timely Manner:** "Processed in a timely manner" means that the rent change goes into effect on the date it should take effect for a family who reports their change in circumstances in a timely manner.

For cases where the CRHA did not process the change in circumstances in a timely manner, an increase in rent will be effective after the CRHA sends the required thirty days' notice. If the change in circumstances resulted in a decrease in rent, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

12.9 CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES: [24 CFR 982.516(c)] See Chapter 5 for "Subsidy Standards."

12.10 CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES: Under the Non-citizens Rule, "mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members.

* The Non-citizens Rule was implemented on or after November 29, 1996, and mixed families may receive prorated assistance only.

12.11 MISREPRESENTATION OF FAMILY CIRCUMSTANCES: If any participant deliberately misrepresents the information on which eligibility or tenant rent is established, the CRHA may terminate assistance and may refer the family file/record to the proper authorities for appropriate disposition.

Section 8 Policy #1002:

Monthly, assigned staff will review Section 8 Program re-certification reports to determine progress in meeting re-certification deadlines. Assigned staff will review annually a minimum of 6 client files reporting zero income for completeness and accuracy. Errors will be documented and a corrective action plan developed and implemented if necessary. Record of quality control reviews and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

Section 8 Policy #1003:

All Section 8 Homeownership clients will be re-certified annually per current CRHA Section 8 Homeownership Program policies. Assigned staff will review annually all Homeownership files for completeness and accuracy. Errors will be documented and a corrective action plan developed and implemented if necessary. Record of quality control reviews and subsequent documentation will be maintained in the Rental Office by the Program Director (2/2006).

Chapter 13

MOVES WITH CONTINUED ASSISTANCE/PORTABILITY

[24 CFR 982.314, 24 CFR 982.353, 24 CFR 982.355(a)]

13.1 INTRODUCTION: HUD regulations permit families to move with continued assistance to another unit within the CRHA's jurisdiction, or to a unit outside of the CRHA's jurisdiction under portability procedures. The regulations also allow the CRHA the discretion to develop policies, which define any limitations or restrictions on moves. This chapter defines the procedures for moves, both within and outside of the CRHA's jurisdiction, and the policies for restriction and limitations on moves.

13.2 ALLOWABLE MOVES: A family may move to a new unit with continued assistance if:

- A. **Owner Breach of HAP Contract:** The assisted lease for the old unit has terminated because the CRHA has terminated the HAP contract for owner breach.
- B. **Termination by Mutual Agreement:** The lease was terminated by mutual agreement of the owner and the family.
- C. **Notice to Vacate:** The owner has given the family a notice to vacate, has commenced an action to evict the tenant, has obtained a court judgment, or instigated any other process allowing the owner to evict the family.
- D. **Family's Notice of Termination:** The family has given proper notice of lease termination (and if the family has a right to terminate the lease on notice to an owner).

13.3 RESTRICTIONS ON MOVES: [24 CFR 982.314, 24 CFR 982.552(a)]

- A. **Local Jurisdiction Moves During Initial Year:** * Families may be permitted to move within the CRHA's jurisdiction during the initial year of assisted occupancy.
- B. **Portability in the First Year:** * Families who have leased up within the jurisdiction generally will not be permitted to move outside the CRHA's jurisdiction under portability procedures during the initial year of assisted occupancy unless an exception is granted with good cause shown.
- C. **Multiple Moves in One Year:** * Families may be permitted to move more than once in a 12-month period with good cause shown
- D. **CRHA Denial of Moves:** The CRHA, in their sole discretion, may deny permission to move for any of the following reasons:
 - 1. There is insufficient funding for continued assistance.
 - 2. * The family has violated a family obligation.
 - 3. * The family owes the CRHA money or owes the landlord money and a repayment arrangement has not been reached.
- E. **Emergency Exceptions:** * The Rental Office Department Supervisor may make exceptions to these restrictions if there is an emergency reason for the move over which the participant has no control.

13.4 PROCEDURE FOR MOVES: [24 CFR 982.314]

- A. Issuance of Voucher:** Subject to the restrictions on moves, if the family has not been re-certified within the last 60 days, the CRHA will issue the voucher to move. * The annual re-certification date will be changed to coincide with the new lease-up date.

If the family does not locate a new unit after being issued a voucher to move, they may remain in the current unit so long as the owner permits.

- B. Notice Requirements:** The family must give the owner the required number of days written notice of intent to vacate specified in the lease and must give a copy to the CRHA simultaneously.

If the family wants to move to a new unit, the family must notify the CRHA and the owner before moving from the old unit. If the family wants to move to a new unit that is located outside the CRHA's jurisdiction, the notice to the CRHA must specify the area where the family wants to relocate.

* CRHA conducts briefing sessions prior to the initial voucher issue date. These sessions emphasize the family's responsibility to give the owner and the CRHA proper written notice of any intent to move.

- C. Time of Contract Change:** In a move, assistance for the old unit terminates at the end of the month in which the tenant ceased to occupy the unit, unless proper notice was given to end a lease midmonth. Assistance will start on the new unit on the effective date of the lease and contract. Assistance payments may overlap for the month in which the family moves.

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move except that there will be no overlapping assistance.

13.5 PORTABILITY: [24 CFR 982.353] Portability applies to families moving out of or into the CRHA's jurisdiction within the United States and its territories.

13.6 OUTGOING PORTABILITY: [24 CFR 982.353, 24 CFR 982.355] Within the limitations of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit outside the CRHA's jurisdiction, anywhere in the United States, in the jurisdiction of a PHA with a tenant-based program. When a family requests to move outside of the CRHA's jurisdiction, the request must specify the area to which the family wants to move.

A. Restrictions on Portability:

- 1. Applicants:** If the head or spouse lives, works or has been hired to work in the City of Charlottesville by the date of their initial application for assistance, the family will be permitted to exercise portability upon initial issuance of a voucher. If the head of household and the spouse do not have a domicile (legal residence) in the CRHA's jurisdiction at the date of their initial application for assistance, the family will not be permitted to exercise portability upon initial issuance of a voucher, unless the CRHA approves such move.

For a portable family that was not already receiving assistance in the CRHA's based program, the CRHA must determine whether the family is eligible for admission under the receiving PHA's program.

2. **Participants:** After an applicant has leased-up in the jurisdiction of the initial housing agency, they cannot exercise portability during the first year of assisted occupancy, unless the CRHA approves the move or in the following circumstances:

- a. The receiving PHA and the CRHA agree to allow the move.
- b. * The family's move relates to an opportunity for education, job training, employment, or other justifiable familial reasons.

The receiving PHA of a participant does not re-determine eligibility for a family that was already receiving assistance from the CRHA.

13.7 **INCOMING PORTABILITY:** [24 CFR 982.355]

A. Absorption or Administration:

1. Administration of Voucher: The CRHA will accept a family with a valid voucher from another jurisdiction and administer or absorb the voucher. If administering, the family will be issued a "portable" voucher by the CRHA. The term of the voucher will not expire before the expiration date of any initial CRHA voucher. The family must submit a request for approval of tenancy for an eligible unit to the CRHA during the term of the CRHA voucher. The CRHA may grant extensions in accordance with this Administrative Plan. However, if the family decides not to lease-up in the CRHA's jurisdiction, they must contact the initial PHA to request an extension. When the CRHA does not absorb the incoming voucher, it will administer the initial PHA's voucher and the CRHA's policies will prevail.
2. Absorption of Voucher: * The CRHA will absorb all incoming portable families provided that there is funding available. For admission to the program a family must be income eligible in the area where the family initially leases a unit with assistance under the program. The CRHA does not re-determine eligibility for a portable family that was already receiving assistance in the initial PHA Section 8 tenant-based program. The CRHA will issue a "portability voucher" according to its own Subsidy Standards. If the family has a change in family composition that would change the voucher size, the CRHA will change to the proper size based on its own Subsidy Standards.

B. Income and Total Tenant Payment of Incoming Portables: [24 CFR 982.353(d)]

The CRHA conducts an interview and re-certification of the family, which will not cause a delay in the issuance of a voucher.

If the family's income is such that a \$0 subsidy amount is determined prior to lease-up in the CRHA's jurisdiction, the CRHA will refuse to enter into a contract on behalf of the family at \$0 assistance.

- C. Requests for Approval of Tenancy:** Please refer to Notice 2004-12 Housing Choice Voucher Portability Procedures and Corrective Actions- Revision of Family Portability Information, Form HUD 52665. When the family submits the Request for Tenancy Approval (RFTA), it will be processed using the CRHA's policies. A briefing will be mandatory for all porting families.

If the family does not submit a RFTA or does not execute a lease, the initial PHA will be notified within 120 days by the CRHA.

If the family leases up successfully, the CRHA will notify the initial PHA within ten (10) days, and the initial billing process will commence.

The CRHA will notify the initial PHA if the family fails to submit a Request for Tenancy Approval (RFTA) for an eligible unit within the terms of the voucher.

D. Regular Program Functions: The CRHA will perform all program functions applicable to the tenant-based assistance program, such as:

1. Annual reexaminations of family income and composition;
2. Annual inspection of the unit; and
3. Interim examinations when requested or deemed necessary by the CRHA.

E. Terminations: The CRHA will notify the initial PHA in writing of any termination of assistance within 30 days of the termination. If an informal hearing is required and requested by the family, the hearing will be conducted by the CRHA, using the regular hearing procedures included in this Plan. A copy of the hearing decision will be furnished to the initial PHA.

The initial PHA will be responsible for collecting amounts owed by the family for claims paid and for monitoring repayment. If the initial PHA notifies the CRHA that the family is in arrears or the family has refused to sign a payment agreement, the CRHA will terminate assistance to the family.

F. Required Documents: As receiving PHA, the CRHA will require the documents listed on the HUD Portability Billing Form from the initial PHA.

G. Billing Procedures: As receiving PHA, the CRHA will bill the initial PHA for housing assistance payments. The billing cycle for other amounts, including administrative fees and special claims will be negotiated with the initial PHA.

The CRHA will bill 100% of the housing assistance payment, 100% of special claims and 80% of the administrative fee (at the initial PHA's rate) for each "portability" voucher leased as of the first day of the month.

The CRHA will notify the initial PHA of changes in subsidy amounts and will expect the initial PHA to notify the CRHA of changes in the administrative fee amount to be billed.

Chapter 14

CONTRACT TERMINATIONS

[24 CFR 982.311, 24 CFR 982.314]

14.1 INTRODUCTION: The Housing Assistance Payments contract (hereinafter HAP contract) is the contract between the owner and the CRHA which defines the responsibilities of both parties. This chapter describes the circumstances under which the contract can be terminated by the CRHA and the owner, and the policies and procedures for such terminations.

14.2 CONTRACT TERMINATION: [24 CFR 982.311] The term of the HAP contract is the same as the term of the lease. The contract between the owner and the CRHA may be terminated by the CRHA, the owner, or the tenant. No future subsidy payments on behalf of the family will be made by the CRHA to the owner after the month in which the contract is terminated. The owner must reimburse the CRHA for any subsidies paid by the CRHA for any period after the contract termination date.

If the family continues to occupy the unit after the Section 8 contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from the CRHA for vacancy loss under the provisions of certificate HAP contracts effective before October 2, 1995.

After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease-up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

14.3 TERMINATION BY THE FAMILY: MOVES: [24 CFR 982.314] Family termination of the lease must be in accordance with the terms of the lease.

14.4 TERMINATION OF TENANCY BY THE OWNER: EVICTIONS [24 CFR 982.310, 24 CFR 982.455]

- A. Grounds for Termination:** If the owner wishes to terminate the lease, the owner must provide proper notice as stated in the lease. During the term of the lease, the owner may not terminate the tenancy except for the grounds stated in the HUD regulations. During the term of the lease the owner may only evict for:
1. Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease;
 2. Violations of Federal, State or local law that imposes obligations on the tenant in connection with the occupancy or use of the premises; or criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises or any drug-related criminal activity on or near the premises.

3. **Other Good Cause:** During the initial term of the lease, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do (see 24 CFR 982.310). Nonpayment of the rent by CRHA is not grounds for termination of the family. The family is not responsible for the CRHA’s share of the rent.

B. Evidence of Criminal Activity: The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines they have engaged in the criminal activity:

1. Regardless of arrest or conviction
2. Without satisfying the standard of proof used for a criminal conviction

C. Termination of Tenancy Decisions: If law and/or regulations governing termination of tenancy permit the owner to terminate the lease, but do not require the owner to terminate the lease, the owner may elect to continue the tenancy and decide whether to take the action. The owner must consider the following circumstances:

1. The seriousness of the offense
2. The effect on the community
3. The extent of participation by household members
4. The effect on uninvolved household members
5. The demand for assisted housing by families who will adhere to

responsibilities

6. The extent to which leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action
7. The effect on the integrity of the program
8. When determining whether to terminate the tenancy for illegal drug use or alcohol abuse, the owner may consider whether the member:
 - a. Is no longer participating
 - b. Has successfully completed a supervised drug or alcohol rehab
 - c. Has otherwise been successfully rehabilitated

program

The owner may require the tenant to submit evidence of any of (a) through (c) above.

D. Exclusion of Culpable Household Member: The owner may require a tenant to exclude a household member in order to continue to reside in the assisted unit.

E. Owner’s Procedures and Obligations at Termination: Actions of termination by the owner must be consistent with the fair housing and equal opportunities guidelines.

The owner must provide the tenant a written notice specifying the grounds for termination of tenancy, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant.

The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under State or local law to commence an eviction action.

* The CRHA requires that the owner specify the section of the lease that has been violated and cite some or all of the ways in which the tenant has violated that section as documentation for the CRHA's decision regarding termination of assistance.

Housing assistance payments are paid to the owner under the terms of the HAP contract. If the owner has begun the eviction process and the family continues to reside in the unit, the CRHA must continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant.

* The CRHA will continue housing assistance payments until the family moves or is evicted from the unit.

* If the eviction action is finalized in court, the owner must provide the CRHA with the documentation, including notice of the execution of writ of possession.

The CRHA must continue making housing assistance payments to the owner in accordance with the contract as long as the tenant continues to occupy the unit and the contract is not violated. By endorsing the monthly check from the CRHA, the owner certifies that the tenant is still in the unit, the rent is reasonable and s/he is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if the CRHA has no other grounds for termination of assistance, the CRHA may issue a new voucher so that the family can move with continued assistance.

14.5 TERMINATION OF THE CONTRACT BY CRHA: [24 CFR 982.404(a), 24 CFR 982.453, 24 CFR 982.454, 24 CFR 982.552(a)(3)]

A. General Terminations: The term of the HAP contract terminates at all of the following times: (1) when the lease terminates, (2) when the CRHA terminates program assistance for the family, and (3) when the owner has breached the HAP contract. See Chapter 16 "Owner Disapproval and Restriction."

The CRHA may also terminate the contract if:

1. The CRHA terminates assistance to the family.
2. The family is required to move from a unit when the subsidy is too big for the family size or the unit does not meet the HQS space standards because of an increase in family size or a change in family composition.
3. Funding is no longer available under the ACC.

The contract will terminate automatically if 180 calendar days have passed since the last housing assistance payment to the owner.

B. Termination of Pre-merger Certificate HAPS: [24 CFR 982.502(d)] The CRHA must terminate program assistance under any outstanding HAP contract for a regular tenancy under the pre-merger certificate program at the effective date of the second

regular re-examination of family income and composition on or after the merger date. At such termination of assistance, the HAP contract will automatically terminate. The CRHA will give the owner and the family at least 120 days written notice of such termination. The CRHA will offer the family the opportunity for continued tenant-based assistance under the voucher program.

Any OFTO tenancy HAP contract entered into prior to the merger date will automatically be considered as a tenancy under the voucher program. Such tenancies will be subject to the requirements of the voucher program, including calculation of the housing assistance payment. See "Owner Rents, Rent Reasonableness and Payment Standards" chapter.

- C. Notice of Termination for Violations of Housing Quality Standards:** When the CRHA terminates the HAP contract under the violation of HQS space standards, the CRHA will provide the owner and family written notice of termination of the contract. The HAP contract terminates at the end of the calendar month that follows the calendar month in which the CRHA gives such notice to the owner.

Chapter 15

DENIAL OR TERMINATION OF ASSISTANCE

[24 CFR 5.902, 24 CFR 5.903, 24 CFR 5.905, 24 CFR 982.4, 24 CFR 982.54, 24 CFR 982.552, 24 CFR 982.553]

15.1 INTRODUCTION: The CRHA may deny or terminate assistance for a family because of the family's action or failure to act. The CRHA will provide families with a written description of the family obligations under the program, the grounds under which the CRHA can deny or terminate assistance, and the CRHA's informal hearing procedures. This chapter describes when the CRHA is required to deny or terminate assistance, the CRHA's policies for the denial of a new commitment of assistance, and the grounds for termination of assistance under an outstanding HAP contract.

15.2 DEFINITIONS:

- A. *Covered person***, for purposes of 24 CFR Part 982 and this chapter, means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.
- B. *Drug*** means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
- C. *Drug-related criminal activity*** means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.
- D. "*Engaged in or engaging in*"** violent criminal activity means any act by an applicant or participant or household member which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage, which resulted in the arrest and/or conviction of the applicant, participant, or household member.
- E. *Guest***, for purposes of this chapter and 24 CFR part 5, subpart A and 24 CFR Part 982, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of part 982 apply to a guest as so defined.
- F. *Household***, for the purposes of 24 CFR Part 982 and this chapter, means the family and CRHA-approved live-in aide.
- G. *Other person under the tenant's control***, for the purposes of the definition of *covered person* and for 24 CFR Parts 5 and 982 and for this chapter, means that the person, although not staying as a guest (as defined in this chapter) in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a

person temporarily and infrequently on the premises solely for legitimate commercial purposes is not *under the tenant's control*.

H. *Violent criminal activity* means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

15.3 GROUNDS FOR DENIAL/TERMINATION: [24 CFR 982.54, 24 CFR 982.552, 24 CFR 982.553]

A. Form of Denial/Termination

1. Denial of assistance for an applicant may include any or all of the following:
 - a. CRHA denial of placement on the CRHA waiting list
 - b. CRHA denial or withdrawal of a voucher
 - c. CRHA refusal to enter into a HAP contract or approve a tenancy
 - d. CRHA refusal to process or provide assistance under portability procedures
2. Termination of assistance for a participant may include any or all of the following:
 - a. CRHA refusal to enter into a HAP contract or approve a tenancy
 - b. CRHA termination of housing assistance payments under an outstanding HAP contract
 - c. CRHA refusal to process or provide assistance under portability procedures

B. Mandatory Denial and Termination: [24 CFR 982.54 (d), 24 CFR 982.552(b), 24 CFR 982.553(a), 24 CFR 982.553(b)]

1. **Contractual Limit on Time without Assistance:** The CRHA must deny assistance to applicants, and terminate assistance for participants if the family is under a HAP contract (depending on the HAP contract used) and 180 days or 12 months have elapsed, since the CRHA's last housing assistance payment was made. (See Chapter 14 "Contract Terminations")
2. **Manufacturing of Methamphetamine in Federally Assisted Housing:** The CRHA must permanently deny assistance to applicants, and terminate the assistance of persons convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.
3. **Use of Illegal Drugs:** The CRHA shall deny admission to the program for applicants, and terminate assistance for program participants if the CRHA determines that any household member is currently engaging in illegal use of a drug. See Section, 15.4, for the CRHA's established standards.
4. **Threat to Public Health and Safety:** The CRHA shall deny admission to the program for applicants, and terminate assistance for program participants if the CRHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the

health, safety, or right to peaceful enjoyment of the premises by other residents. See Section, 15.4, for the CRHA's established standards.

5. **Registered Sex Offenders:** The CRHA must deny admission to an applicant if the CRHA determines that any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. See Section 15.4 for the CRHA's established standards regarding criminal background investigation and determining whether a member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
6. **Serious and Repeated Violations:** The CRHA must terminate program assistance for a family evicted from housing assisted under the program for serious violation of the lease.
7. **Failure to Fill Out Required Consent Forms:** The CRHA must deny admission to the program for an applicant or terminate program assistance for a participant if any member of the family fails to sign and submit consent forms for obtaining information.
8. **Non-Eligibility Due to Immigration Status:** The CRHA must deny admission or terminate assistance when required under the regulations to establish citizenship or eligible immigration status.

C. Grounds for Discretionary Denial or Termination of Assistance: [24 CFR 982.552(c)]

*The CRHA will deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following reasons:

1. **Serious or Repeated Violations of Family Obligations:** If any family member violates any serious family obligations or engages in repeated violations of these obligations under the program as listed in 24 CFR 982.551.
2. **Drug Related Criminal Activity:** If any family member has violated the family obligation under 24 CFR 982.551 not to engage in any drug-related criminal activity.
3. **Violent Criminal Activity:** If any family member has violated the family obligation under 24 CFR 982.551 not to engage in any violent criminal activity.
4. **Recent Serious Lease Violations:** If any member of the family has been evicted from federally assisted housing for a serious lease violation in the last two years.
5. **Prior, Recent Lease Terminations for the Family:** If any PHA has ever terminated assistance under the program for any member of the family.
6. **Fraud, Bribery, or Criminal Acts:** If any member of the family commits fraud, bribery or any other corrupt criminal acts in connection with any federal housing program.
7. **Unpaid Debt to Public Housing Authority** If the family currently owes rent

or other amounts to the CRHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

- 8. Threats/Violence Towards CRHA Personnel:** The family has engaged in or threatened abusive or violent behavior toward CRHA personnel.
- a. "Abusive or violent behavior towards CRHA personnel" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination or denial.
 - b. "Threatening" refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.
 - c. Actual physical abuse or violence will always be cause for termination.

9. Substance Abuse that Interferes with Health, Safety and Quiet

Enjoyment: Any member of the family engages in, or has engaged in drug or alcohol abuse that interferes with the health, safety or peaceful enjoyment of other residents or any member of the family commits drug-related criminal activity, or violent criminal activity. (See Section 15.4 of this chapter and 24 CFR 982.553 of the regulations). Refer also to "Chapter 2, Eligibility for Admission" "Other Criteria for Admission" section for further information.

- D. Efforts to prevent Denial/ Termination In Cases of Disability:** If denial or termination is based upon behavior resulting from a disability, the CRHA will delay the denial or termination in order to determine if there is an accommodation that would negate the behavior resulting from the disability.

15.4 SCREENING AND TERMINATION FOR DRUG ABUSE AND OTHER

CRIMINAL ACTIVITY: HUD no longer uses the term "One-Strike" so this section, formerly known as "One-Strike" Policy, has been re-titled.

- A. Purpose:** All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Charlottesville Redevelopment and Housing Authority to fully endorse and implement a policy designed to:
- 1. Help create and maintain a safe and drug-free community
 - 2. Keep our program participants free from threats to their personal and family safety
 - 3. * Support parental efforts to instill values of personal responsibility and hard work
 - 4. * Help maintain an environment where children can live safely, learn and grow up to be productive citizens
 - 5. * Assist families in their vocational/educational goals in the pursuit of self-sufficiency

B. Administration: All screening and termination of assistance procedures shall be administered fairly and in such a way as not to violate privacy rights or to discriminate on the basis of race, color, nationality, religion, familial status, disability, sex, sexual orientation or any other legally protected groups.

* To the maximum extent possible, the CRHA will involve other community and governmental entities in the promotion and enforcement of this policy.

C. Screening of Applicants: In an effort to prevent future drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, and as required by 24 CFR 982, Subpart L and 24 CFR Part 5, Subpart J, the CRHA will endeavor to screen applicants as thoroughly and fairly as possible for drug-related and violent criminal behavior.

Such screening will apply to any member of the household who is 18 years of age or older.

D. Standard for Violations: The CRHA may deny participation in the program to applicants and terminate assistance to participants in cases where the CRHA determines there is reasonable cause to believe one of the following:

1. that a household member is illegally using a drug or
2. that a person abuses substances, including alcohol, in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. CRHA will investigate to determine that there is a pattern of illegal use of any controlled substances and/or a pattern of alcohol abuse.

E. Drug Related and Violent Criminal Activity:

Ineligibility for Admission if Evicted for Drug-Related Activity: Persons evicted from federally assisted housing because of drug-related criminal activity are ineligible for admission to the Section 8 program for a 3-year period beginning on the date of such eviction.

*However, the household may be admitted if, after considering the individual circumstances of the household, the CRHA determines that:

1. *The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the CRHA. OR
2. *The circumstances leading to eviction no longer exist for reasons such as:
 - a. *The criminal household member has died.
 - b. *The criminal household member is imprisoned.

HUD regulations at 24 CFR 982.553(a)(1)(i) allow the CRHA to admit a household in less than 3 years following eviction for drug-related criminal activity under the conditions above. The CRHA is not required to adopt the exceptions above, but choose to do so. The CRHA reserves the right to use their sole discretion in

determining whether to waive denial in each individual case and nothing in this policy shall be construed as a requirement to waive denial.

F. Denial of Assistance for Sex Offenders: The CRHA will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In screening applicants, the CRHA will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement.

G. Notice of Denial of Assistance: In any case where the CRHA denies assistance to a family, the CRHA must give the family written notice which states:

1. The reason(s) for the denial
2. The family's right, if they disagree, to request an Informal Hearing
3. The date by which a request for an informal hearing must be received by the CRHA

If the CRHA proposes to deny assistance for criminal activity as shown by a criminal record, the CRHA will provide the subject of the record a copy of the criminal record.

H. Termination of Assistance for Participants:

1. **Termination of Assistance for Drug-related Criminal Activity or Violent Criminal Activity:** Under the family obligations listed at 24 CFR 982.551, the members of the household must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

HUD regulations at 24 CFR 982.553(b) require the CRHA to establish standards for termination of assistance when this family obligation is violated.

The Charlottesville Redevelopment and Housing Authority has established the following standards for termination of assistance for the family when a household member has violated the family obligation to refrain from participating in drug-related or violent criminal activity.

Assistance may be terminated for participants who have been:

- a. Arrested, convicted or evicted from a unit assisted under any Federally assisted housing program for drug-related or violent criminal activity during participation in the program, and within one year prior to the date of the notice to terminate assistance.
- b. * If any member of the household violates the family obligations by engaging in drug-related or violent criminal activity, the CRHA will terminate assistance.

* In appropriate cases, the CRHA may permit the family to continue receiving assistance provided that family members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the CRHA may consider individual

circumstances with the advice of Juvenile Court officials.

* The CRHA will waive the requirement regarding drug-related criminal activity if the person demonstrates successful completion of a credible, rehabilitation program approved by the CRHA, or the circumstances leading to the violation no longer exist because the person who engaged in drug-related criminal activity or violent criminal activity is no longer in the household.

2. Terminating Assistance for Alcohol Abuse by Household Members:

Under the family obligations listed at 24 CFR 982.551, the members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. Assistance will be terminated due to violation of a family obligation if the CRHA determines that a member of the household has demonstrated a pattern of alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

* In appropriate cases, the CRHA may permit the family to continue receiving assistance provided that household members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the CRHA may consider individual circumstances with the advice of Juvenile Court officials.

I. Notice of Termination of Assistance: In any case where the CRHA decides to terminate assistance to the family, the CRHA must give the family written notice which states:

1. The reason(s) for the proposed termination;
2. The effective date of the proposed termination;
3. The family's right, if they disagree, to request an Informal Hearing to be held before termination of assistance;
4. The date by which a request for an informal hearing must be received by the CRHA; and
5. If the CRHA proposes to terminate assistance for criminal activity as shown by a criminal record, the CRHA will provide the subject of the record a copy of the criminal record.

The CRHA will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the Termination of Assistance. The Notice to the owner will not include any details regarding the reason for termination of assistance.

J. Required Evidence: *The CRHA may terminate assistance for criminal activity by a household member, as described in this chapter, if the CRHA determines, based on a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Credible evidence may include various sources, such as information from police and/or court records; testimony from neighbors, when combined with other factual evidence; and other credible evidence, such as documentation of drug raids or arrest warrants.

K. Confidentiality of Criminal Records: The CRHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

* If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and when a final decision has been made.

15.5 FAMILY OBLIGATIONS: [24 CFR 982.551]

- A.** The family must supply any information that the CRHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR 982.551). "Information" includes any requested certification, release or other documentation.
- B.** The family must supply any information requested by the CRHA or HUD for use in a regularly scheduled reexamination or interim re-examination of family income and composition in accordance with HUD requirements.
- C.** The family must disclose and verify Social Security numbers (as provided by 24 CFR 5.216) and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.230.
- D.** All information supplied by the family must be true and complete.
- E.** The family is responsible for an HQS breach caused by the family as described in 24 CFR 982.404(b).
- F.** The family must allow the CRHA to inspect the unit at reasonable times and after reasonable notice.
- G.** The family may not commit any serious or repeated violations of the lease.
- H.** The family must notify the owner and, at the same time, notify the CRHA before the family moves out of the unit or terminates the lease upon notice to the owner.
- I.** The family must promptly give the CRHA a copy of any owner eviction notice.

- J. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- K. The composition of the assisted family residing in the unit must be approved by the CRHA. The family must promptly inform the CRHA of the birth, adoption or court-awarded custody of a child. The family must request CRHA approval to add any other family member as an occupant of the unit.
- L. The family must promptly notify the CRHA if any family member no longer resides in the unit.
- M. If the CRHA has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or CRHA approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
- N. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.
- O. The family must not sublease or sublet the unit.
- P. The family must not assign the lease or transfer the unit.
- Q. The family must supply any information or certification requested by the CRHA to verify that the family is living in the unit, or relating to family absence from the unit, including any CRHA-requested information or certification on the purposes of family absences. The family must cooperate with the CRHA for this purpose. The family must promptly notify the CRHA of absence from the unit.
- R. The family must not own or have any interest in the unit.
- S. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- T. The household members may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- U. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- V. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

15.6 Housing Authority Discretion: [24 CFR 982.552(c)] In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the CRHA has discretion to consider all of the circumstances in each case, including the seriousness of the case. The CRHA will use its discretion in reviewing the extent of participation or culpability of

individual family members and the length of time since the violation occurred. The CRHA may also review the family's more recent history and record of compliance, and the effects that denial or termination of assistance may have on other family members who were not involved in the action or failure to act.

* The CRHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in, or were culpable for the action or failure to act, will not reside in the unit. The CRHA may permit the other members of a family to continue in the program.

A. Enforcing Family Obligations:

- 1. Explanations and Terms:** The term "promptly" when used with the family obligations always means "within 30 days." Denial or termination of assistance is always optional except where this Plan or the regulations state otherwise.
- 2. HQS Breach:** The inspector will determine if an HQS breach as identified in 24 CFR 982.404 (b) is the responsibility of the family. Families may be given extensions to cure HQS breaches by the inspector.
- 3. Lease Violations:** The following types of criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:
 - a.** * If the owner terminates tenancy through court action for serious or repeated violation of the lease.
 - b.** * If there are police reports, neighborhood complaints or other third party information of serious or repeated violations, as verified by the CRHA
 - c.** * Nonpayment of rent is considered a serious violation of the lease.
- 4. Notification of Eviction:** If the family requests assistance to move and they did not notify the CRHA of an eviction within 30 days of receiving the Notice of Lease Termination, the move may be denied.
- 5. Proposed Additions to the Family:** The CRHA will deny a family's request to add additional family members who would have been denied if applying on their own (see pages 15-3ff.).
- 6. Family Member Moves Out:** Families are required to notify the CRHA if any family member leaves the assisted household. When the family notifies the CRHA, they must furnish the following information:
 - a.** * The date the family member moved out;
 - b.** * A statement as to whether the family member is temporarily or permanently absents.
- 7. Limitation on Profit-Making Activity in Unit:** If the CRHA determines that the use of the unit as a business is not incidental to its use as a dwelling unit, it will be considered a program violation. If the CRHA determines the business is not legal, it will be considered a serious program violation.

8. **Interest in Unit:** The owner may not reside in the assisted unit regardless of whether (s)he is a member of the assisted family, unless the family owns the mobile home and rents the pad.
9. **Fraud:** In each case, the CRHA will consider which family members were involved, the circumstances, and any hardship that might be caused to innocent members.

15.7 PROCEDURES FOR NON-CITIZENS: [24 CFR 5.514, 24 CFR 5.516, 24 CFR 5.518]

- A. **Denial or Termination due to Ineligible Immigrant Status:** Applicant or participant families in which there are no members that qualify as U.S. citizens or as eligible immigrants are ineligible for assistance and must have their assistance terminated. The CRHA must offer the family an opportunity for a hearing. (See Chapter 2 "Eligibility for Admission" on Citizenship/Eligible Immigration Status.)

Assistance may not be terminated while verification of the participant family's eligible immigration status is pending.

- B. **Procedure for Denial or Termination:** If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with the CRHA either after the INS appeal or in lieu of the INS appeal.

After the CRHA has made a determination of ineligibility, the family will be notified of the determination, the reasons for this decision, and informed of the option for prorated assistance (if applicable).

15.8 ZERO (\$0) ASSISTANCE TENANCIES: For contracts effective on or after October 2, 1995, the CRHA has no liability for unpaid rent or damages, and the family may remain in the unit at \$0 assistance for up to 180 days after the last HAP payment. If the family is still in the unit after 180 days, the assistance will be terminated. If, within the 180-day timeframe, an owner's rent increase or a decrease in the Total Tenant Payment causes the family to be eligible for a housing assistance payment, the CRHA will resume assistance payments for the family.

In order for a family to move to another unit during the 180 days, the rent for the new unit would have to be high enough to necessitate a housing assistance payment.

15.9 OPTION NOT TO TERMINATE FOR MISREPRESENTATION: [24 CFR 982.551, 982.552(c)] If the family has misrepresented any facts that caused the CRHA to overpay assistance, the CRHA, in their sole discretion, may choose not to terminate and may offer to continue assistance provided that the family executes a Repayment Agreement and makes payments in accordance with the agreement.

15.10 MISREPRESENTATION IN COLLUSION WITH OWNER: [24 CFR 982.551, 24 CFR 982.552 (c)] If the family intentionally, willingly, and/or knowingly commits fraud or is involved in any other illegal scheme with the owner, the CRHA will deny or terminate assistance.

* In making this determination, the CRHA may carefully consider the possibility of overt or implied intimidation of the family by the owner and the family's understanding of the events.

15.11 MISSED APPOINTMENTS AND DEADLINES: [24 CFR 982.551, 982.552 (c)] It is a Family Obligation to supply information, documentation, and certifications as needed for the CRHA to fulfill its responsibilities. The CRHA schedules appointments and sets deadlines in order to obtain the required information.

An applicant or participant who fails to keep an appointment, or to supply information required by a deadline without notifying the CRHA, may be sent a Notice of Denial or Termination of Assistance for failure to provide required information, or for failure to allow the CRHA to inspect a unit.

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this Plan.

A. Types of Appointments: Appointments will be scheduled and time requirements will be imposed for the following events and circumstances:

1. Eligibility for Admissions
2. Verification Procedures
3. Certificate/Voucher Issuance and Briefings
4. Housing Quality Standards and Inspections
5. Re-certifications
6. Appeals

B. Acceptable Reasons for Missed Appointments: Acceptable reasons for missing appointments or failing to provide information by deadlines are:

1. * Medical emergency
2. * Incarceration
3. * Family emergency

C. Procedure when Appointments are Missed or Information is not Provided: For most purposes in this Plan, the family will be given two opportunities before being issued a notice of termination or denial for breach of a family obligation.

After issuance of the termination notice, if the family offers to and successfully corrects the breach within the time allowed to request a hearing and/or within a time agreed upon by CRHA the termination may be rescinded. Decisions to rescind the breach are subject to this policy and in the sole-discretion of CRHA.

Chapter 16

OWNER DISAPPROVAL AND RESTRICTION

[24 CFR 982.54, 24 CFR 982.306, 24 CFR 982.453]

16.1 INTRODUCTION: It is CRHA's policy to recruit owners to participate in the Voucher program. The CRHA will provide owners with prompt and professional service in order to maintain an adequate supply of available housing throughout CRHA's jurisdiction. The regulations define when the CRHA must disallow an owner's participation in the program, and they provide the CRHA discretion to disapprove or otherwise restrict the participation of owners in certain categories. This Chapter describes the criteria for owner disapproval, and the various penalties for owner violations.

16.2 DISAPPROVAL OF OWNER: [24 CFR 982.306, 24 CFR 982.54(d)(8)] An owner does not have a specific right to participate in the program. For purposes of this section, "owner" includes a principal or other interested party.

The CRHA will disapprove the owner for the following reasons:

- A. HUD or another local PHA has informed the CRHA that the owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
- B. HUD has informed the CRHA that the federal government has instituted a pending administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements.
- C. HUD has informed the CRHA that a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.
- D. Unless their lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. The CRHA will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.
- E. * In cases where the owner and tenant bear the same last name, the CRHA may, at its discretion, require the family and/or the owner to certify whether they are related to each other in any way.
- F. * The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- G. * The owner has committed fraud, bribery or any other corrupt act in connection with any federal housing program.
- H. * The owner has engaged in drug-related criminal activity or any violent criminal activity.
- I. The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing

program.

16.3 OWNER RESTRICTIONS AND PENALTIES: [24 CFR 982.453] If an owner has committed fraud or abuse or is guilty of frequent or serious contract violations, the CRHA will restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. The CRHA may also terminate some or all contracts with the owner.

Before imposing any penalty against an owner, the CRHA will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

16.4 CHANGE IN OWNERSHIP: A change in ownership does not require execution of a new contract.

* As a party to the contract, the CRHA may approve the assignment of the HAP contract at the old owner's request. The CRHA may deny approval of assignment of the contract, for any of the reasons listed in Section A of this chapter.

* The CRHA will process a change of ownership only upon the written request of the new owner and only if accompanied by a copy of the escrow statement or other document showing the transfer of title, recorded deed and the Employee Identification Number or Social Security number of the new owner.

* If the new owner does not want an assignment of the contract, the CRHA will terminate the HAP contract with the old owner.

Reserved

Chapter 17

OWNER OR FAMILY DEBTS TO THE CRHA

[24 CFR 982.552]

17.1 INTRODUCTION: This chapter describes the CRHA's policies on the recovery of funds, which have been overpaid, to families and/or to owners. It describes CRHA's methods for collection of monies and the guidelines for different types of debts. It is the CRHA's policy to provide adequate notice and information to owners and families, and to communicate program rules clearly. CRHA will make every effort to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support the CRHA's claim that the debt is owed. The file must further contain written documentation on the method of calculation, in a format available for review by any interested parties, including but not limited to the owner and family receiving assistance.

When families or owners owe money to the CRHA, the CRHA will make every effort to collect it as specified in the CRHA's collection policy.

17.2 PAYMENT AGREEMENT FOR FAMILIES: [24 CFR 982.552 (c)(v-vii)] A Payment Agreement as used in this Plan is a document entered into between the CRHA and a person who owes a debt to the CRHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the CRHA upon default of the agreement.

17.3 DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION: [24 CFR 982.163] * Families who owe money to the CRHA due to the family's failure to report increases in income will be required to repay in accordance with the CRHA collection policy.

17.4 DEBTS DUE TO MINIMUM RENT TEMPORARY HARDSHIP: * If the family owes the CRHA money for rent arrears incurred during the minimum rent period, the CRHA will calculate the total amount owed and divide it by no more than 12 months to arrive at a reasonable payback schedule to be paid on a monthly basis. This amount shall be in addition to the family's regular monthly rent payment to the owner. The family will be required to pay the increased amount until the arrears are paid in full to the CRHA.

A. Default for Inability to Pay: If the family goes into default on the payment agreement for back rent incurred during a minimum rent period, the CRHA will first reevaluate the family's financial situation and determine whether the family has the ability to pay the increased rent amount. If not, CRHA will make an effort to restructure the existing payment agreement.

B. Default Despite Inability to Pay: If a family in default is determined to be financially able to pay the increased rent amount CRHA shall provide the family with the option to pay all past due amounts or forfeit their voucher.

17.5 GUIDELINES FOR REPAYMENT AGREEMENTS: [24 CFR 982.552(c)(v-vii)] Guidelines for repayment agreements are within the CRHA collection policy.

F. OWNER DEBTS TO THE CRHA: [24 CFR 982.453(b)] If the CRHA determines that the owner has retained housing assistance or claimed payments the owner is not entitled to, the CRHA may reclaim the amounts from future housing assistance payments or claim payments owed the owner for any units under contract.

If future housing assistance or claim payments are insufficient to reclaim the amounts owed, the CRHA will pursue collection of the debt.

Chapter 18

COMPLAINTS AND APPEALS

18.1 INTRODUCTION: Families who disagree with an action, decision, or inaction of the CRHA may access the informal hearing procedures outlined under HUD regulations and articulated in this chapter. This chapter describes the policies, procedures and standards to be used when families disagree with a CRHA decision. The procedures and requirements are explained for the following: (1) preference denial meetings, (2) informal reviews; and (3) hearings. It is the policy of the CRHA to ensure that all families have access to all procedures and are free to pursue all remedies available under applicable Federal, State and local law.

Complaints by owners, employees and the public shall be handled on a case by case basis in accordance with the following: CRHA's administrative plans, standard policies and procedures such as the personnel policy, and any applicable federal, state or local laws.

18.2 COMPLAINTS TO THE CRHA: The CRHA will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. The CRHA does require that complaints other than HQS violations be put in writing. HQS complaints may be reported by telephone.

The CRHA hearing procedures will be provided to families in the briefing packet. Complaints are divided by the CRHA into the following categories:

- A. Complaints from families:** If a family disagrees with an action or inaction of the CRHA or owner, then any subsequent complaints shall be referred to the Rental Office staff. *If a complaint is not resolved, it will be referred to the Rental Office Department Supervisor.
- B. Complaints from owners:** If an owner disagrees with an action or inaction of the CRHA or a family, then any subsequent complaints from owners will be referred to the Rental Office Department Supervisor.
- C. Complaints from staff:** If a staff person reports an owner or family for violating program rules, then the complaint will be referred to the Rental Office Department Supervisor.
- D. Complaints from the general public:** If CRHA receives any complaints or referrals from persons in the community concerning a program family or an owner, these complaints will be referred to the Rental Office staff. If a complaint is not resolved, it will be referred to Rental Office Department Supervisor.

18.3 PREFERENCE DENIALS: *When the CRHA denies a preference to an applicant, the family will be notified in writing of the specific reason for the denial and offered the opportunity for a meeting with CRHA staff to discuss the reasons for the denial and to dispute the CRHA's decision.

*The person who conducts the meeting will be either the Rental Office Department Supervisor or his/her designee from the Rental Office Staff.

18.4 INFORMAL REVIEW PROCEDURES FOR APPLICANTS: [24 CFR 982.54(d)(12), 24 CFR 982.554]

Reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. When an applicant is denied assistance for citizenship or eligible immigrant status, the applicant is entitled to an informal hearing.

- A. Notice of Ineligibility:** When the CRHA determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:
1. The reason(s) they are ineligible;
 2. The procedure for requesting a review where the applicant does not agree with the decision; and
 3. The time limit for requesting a review.
- B. Denial for Criminal Activity:** When denying admission for criminal activity, as shown by a criminal record, the CRHA will provide the subject of the record with a copy of the criminal record which established the basis for the denial.
- C. Informal Review Available:** The CRHA must provide applicants with the opportunity for an informal review of decisions denying:
1. A placement on the CRHA's waiting list
 2. Issuance of a voucher
 3. Participation in the program
 4. Assistance under portability procedures
 5. Refusal to extend or suspend a voucher.
- D. Informal Review Not Required:** Informal reviews for applicants are not required for established policies and procedures and CRHA determinations such as:
1. Discretionary administrative determinations by the CRHA;
 2. General policy issues or class grievances;
 3. A determination of the family unit size under the CRHA subsidy standards;
 4. Refusal to extend or suspend a voucher;
 5. A CRHA determination not to grant approval of the tenancy;
 6. Determination that a unit is not in compliance with HQS;
 7. Determination that a unit is not in accordance with HQS, due to family size or composition.
- E. Procedure for Review:** A request for an informal review must be received in writing within 14 calendar days of CRHA's denial notification. The written request must be received in the Rental Office by the close of the business on the 14th day to be considered timely. The informal review will be scheduled within 14 calendar days from the date the request is received by CRHA, unless good cause exists for an

extension.

The informal review may not be conducted by the person who made or approved the decision under review or by their subordinates. The review may be conducted by:

1. a staff person in the Rental Office and/or
2. the Rental Office Department Supervisor.

The applicant will be given the option of presenting oral or written objections to the decision. Both the CRHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

A notice of the review findings will be provided in writing to the applicant within 7 business days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation and a copy of the final decision will be retained in the family's file.

18.5.1 HEARING AND APPEAL PROVISIONS: [24 CFR 982.555(a-f), 24 CFR 982.54(d)(13)]

A. Notification of Unfavorable Decision: When the CRHA makes a decision regarding the eligibility and/or the amount of assistance, applicants and participants must be notified in writing. The CRHA will give the family prompt notice that includes all of the following:

1. The proposed action or decision of the CRHA and the basis for it;
2. The date the proposed action or decision will take place;
3. The procedures for requesting a hearing if the family disputes the action or decision;
4. The time limit for requesting the hearing and to whom the hearing request should be addressed.
5. When terminating assistance for criminal activity as shown by a criminal record, the CRHA will provide the subject of the record upon which the decision to terminate was based.
6. * A copy of the CRHA's informal hearing procedures.

B. When Informal Hearing Required: The CRHA must provide participants with the opportunity for an informal hearing for decisions related to any of the following CRHA determinations:

1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment;
2. Appropriate utility allowance;
3. Family unit size determinations under the CRHA subsidy standards;
4. Determinations to terminate assistance for any reason;

5. Determination to terminate a family's FSS contract, withhold supportive services, or propose forfeiture of the family's escrow account;
6. * Determination to pay an owner's claim for vacancy loss;
7. The CRHA must always provide the opportunity for an informal hearing before termination of assistance.

C. **When Informal Hearing Not Required:** Informal hearings are not required for established policies and procedures and CRHA determinations such as:

1. Discretionary administrative determinations by the CRHA;
2. General policy issues or class grievances;
3. Establishment of the CRHA schedule of utility allowances for families in the program;
4. A CRHA determination that an assisted unit is not in compliance with HQS (CRHA must provide a hearing for family breach of HQS because that is a family obligation determination);
5. A CRHA determination to exercise any right or remedy against the owner under a HAP contract.

D. **Notification of Hearing:** It is the CRHA's objective to resolve disputes at the lowest possible level, and to make every effort to avoid severe remedies. However, if this is not possible, the CRHA will ensure that applicants and participants will receive all of the protections and rights afforded under Federal, State and local law. When the CRHA receives a request for an informal hearing, a hearing shall be scheduled within 14 days. The notification for an informal hearing will contain the following:

1. The date and time of the hearing;
2. The location of the hearing;
3. The family's right to bring evidence, witnesses, legal or other representation at the family's expense;
4. The right to view any documents or evidence in the possession of the CRHA upon which the CRHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing;
5. A notice to the family that the CRHA will request a copy of any documents or evidence the family will use at the hearing.

Any document not made available by the CRHA upon request may not be relied upon by the CRHA in the hearing. The CRHA has a right to a continuance or to exclude any of the complainant's documents, if those documents are not made available to CRHA prior to the hearing.

E. **The CRHA's Hearing Procedures:** * If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the CRHA within 24 hours. This contact period shall be extended so that a family is able to make this contact during business hours. The tolling period will not run during weekends and/or holidays or when CRHA is not open for business. The CRHA will

reschedule the hearing only if the family can show good cause for the failure to appear.

following:

- 1. Procedural Rights for Families:** Families have the right to all of the

- To present written or oral objections to the CRHA's determination.
- To examine the documents in the file which are the basis for the CRHA's action, and all documents submitted to the Hearing Officer;
- To copy any relevant documents at their expense;
- To present any information or witnesses pertinent to the issue of the hearing;
- To request that CRHA staff be available or present at the hearing to answer questions pertinent to the case; and
- To be represented by legal counsel, an advocate, or other designated representative at their own expense.

The family shall never be allowed to remove the file from the CRHA's office.

- 2. CRHA's Procedural Rights:** In addition to other rights contained in this Chapter, the CRHA has a right to all of the following:

- To present evidence and any information pertinent to the issue of the hearing;
- To be notified if the family intends to be represented by legal counsel, an advocate, or another party;
- To have notice of the witnesses to be called;
- To examine and copy any documents to be used by the family prior to the hearing;
- To have its attorney present; and
- To have staff persons and other witnesses familiar with the case

present.

- 3. Appointment of Hearing Officer:** The informal hearing shall be conducted by a Hearing Officer appointed by the CRHA. The CRHA appoints hearing officers who are public officials or private mediators not directly involved in the day to day administration of the program.

- 4. Hearings:** The hearing shall address only those issues identified as eligible for a hearing. Evidence presented at the hearing may be considered without regard to the rules of evidence applicable to judicial proceedings in the jurisdiction.

Upon request by the opposing party, only those documents that were provided to the other party before the hearing may be presented at the proceeding. The term "Documents" includes records and regulations.

* The family may request an audio recording of the hearing at their own expense.

The Hearing Officer will determine whether the action, inaction, or decision of the CRHA is legal in accordance with HUD regulations and this Administrative Plan. The hearing officer will only consider the evidence and testimony provided at the hearing and any agreed upon record. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to the CRHA and the family within 7 business days and shall include the following:

- a. A clear summary of the decision and reasons for the decision;
- b. If the decision involves money owed, the amount owed and documentation of the calculation of monies owed;
- c. The date the decision goes into effect.

5. **Limits on a Hearing Officer's Decision:** the following types of hearing decisions do not bind the CRHA:

- a. Matters in which the CRHA is not required to provide an opportunity for a hearing;
- b. Decisions which conflict with or contradict HUD regulations or requirements;
- c. Decisions which conflict with or contradict Federal, State or local laws; or
- d. Decisions which exceed the authority of the person conducting the hearing.

The Board of Commissioners may approve or disapprove any decision not to abide by the results of a hearing.

The CRHA shall send a letter to the participant if it determines the CRHA is not bound by the Hearing Officer's determination within 7 business days of the Board of Commissioners' action. The letter shall include the CRHA's reasons for the decision.

All requests for a hearing, supporting documentation and a copy of the final decision will be retained in the family's file.

18.6 HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS": [24 CFR Part 5, Subpart E]

In accordance with the Quality Housing and Work Responsibility Act of 1998, CRHA must comply with the non-citizen requirements (24 CFR Part 5, Subpart E).

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family already receiving aid may not be terminated or denied while the CRHA hearing is pending. However, assistance to an applicant may be delayed pending a CRHA hearing.

B. INS Determination of Ineligibility: If a family member claims to be an eligible

immigrant but the CRHA finds that the INS SAVE system and/or a manual search do not verify the claim, then the CRHA shall notify the applicant or participant within ten calendar days. CDSS shall inform the applicant of their right to appeal to the INS within thirty days and/or to request an informal hearing with the CRHA.

If the family appeals to the INS, they must give the CRHA a copy of the appeal and proof of mailing. If the family fails to do so, then the CRHA may proceed to deny or terminate assistance. The time period to request an appeal may be extended by the CRHA for good cause.

The request for a CRHA hearing must be made within fourteen business days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen business days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members, the CRHA will:

1. Deny the applicant family;
2. Defer termination if the family is a participant and qualifies for deferral;
3. Terminate the participant if the family does not qualify for deferral

If there are eligible members in the family, the CRHA will offer to prorate assistance or give the family the option to remove the ineligible members.

- C. **Other Complaints Related to Eligibility:** If any family member fails to provide documentation or certification of legal status as required by CFR regulations, that member is treated as ineligible. If all family members fail to provide documentation, then the family will be denied or terminated for failure to provide the required information.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing under the rules for terminations for fraud.

18.7 MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES: [24 CFR 982.204, 24 CFR 982.552(c)] When applicants are denied placement on the waiting list, or the CRHA is terminating assistance, the family will be informed that a disability may be considered as a mitigating circumstance during the informal review process.

Chapter 19

SPECIAL HOUSING TYPES

[24 CFR 982.601]

19.1 INTRODUCTION: The CRHA will permit the use of any special housing types in its program.*

19.2 SINGLE ROOM OCCUPANCY: [24 CFR 982.602 et seq.] The CRHA will use a separate lease and housing assistance payment contract for each assisted person residing in a single room occupancy (hereinafter SRO). [24 CFR 982.603]. Only a single person can reside in a SRO.

A. SRO Rent and Housing Assistance Payment: [24 CFR 982.604]

- 1. Pre-merger Regular Certificate Program:** The payment standard for SRO housing is 75 percent of the zero bedroom FMR.
- 2. Voucher Program:** The CRHA SRO payment standard is 75 percent of the zero bedroom payment standard. For a person residing in an exception area, the payment standard is 75 percent of the HUD-approved zero bedroom exception payment standard. While an assisted person resides in SRO housing, the SRO payment standard must be used to calculate the housing assistance payment.
- 3. Utility Allowance:** The utility allowance for an assisted person residing in SRO housing is 75 percent of the zero bedroom utility allowance.

B. Housing Quality Standards: The CRHA will ensure that all SRO units approved for the program are in compliance with all of the Housing Quality Standards for SRO's as regulated in 24 CFR 982.605 and all others sections referenced therein.

CRHA will enforce any local code standards for SRO housing that do not conflict with 24 CFR 982.605.

19.3 CONGREGATE HOUSING: [24 CFR 982.606 et seq.]

A. Who May Reside in Congregate Housing: An elderly person or a person with disabilities may reside in a congregate housing unit.

The CRHA may approve a family member or live-in aide to reside with the elderly person or person with disabilities.

The CRHA will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

B. Congregate Housing Lease and HAP Contract: [24 CFR 982.607] For congregate housing there will be a separate lease and HAP contract for each assisted family.

Unless there is a live-in aide, the payment standard for a family that resides in a congregate housing unit is the CRHA's zero-bedroom payment standard.

However, if there are two or more rooms in the unit (not including kitchen or sanitary facilities), the payment standard for a family that resides in a congregate housing unit is the one bedroom payment standard amount.

If there is a live-in aide, the live-in aide will be counted in determining the family unit size.

- C. **Housing Quality Standards:** The CRHA will ensure that all congregate housing units approved for the program are in compliance with all of the Housing Quality Standards for congregate housing as regulated in 24 CFR 982.609 and all others sections referenced therein.

CRHA will enforce any local code standards for Congregate housing that do not conflict with 24 CFR 982.609.

19.4 **GROUP HOMES** [24 CFR 982.610 et. seq.; See also 24 CFR 982.612]

- A. **State Approval of Group Home/ Who May Reside in Group Home:** A group home must be licensed, certified, or otherwise approved in writing by the State as a group home for the elderly or persons with disability.

An elderly person or a person with disabilities may reside in a State-approved group home. If approved by the CRHA, a live-in aide may reside with a person with disabilities. The CRHA must approve a live-in aid as a reasonable accommodation so that the program is readily accessible and usable for the disabled. Except for an approved live in aide, all residents of a group home must be elderly persons or persons with a disability.

The CRHA will not approve assistance for a person to live in a group home if the person is in need of continual medical or nursing care.

No more than twelve persons may reside in a group home. This limit covers all persons who reside in the unit, including assisted and unassisted residents and any live-in aide.

- B. **Group Home Lease and HAP Contract:** [24 CFR 982.611] There will be a separate HAP contract and lease for each assisted person living in a group home.

For a group home the term “pro-rate portion” means that which is derived by dividing the number of persons in the assisted household by the total number of residents (assisted and unassisted) residing in the group home.

- C. **Group Home Rent and HAP Contract:** [24 CFR 982.613] The rent to the group homeowner for an assisted person may not exceed the pro-rata share of the reasonable rent for the entire group home.

The reasonable rent for a group home is determined in accordance with 24 CFR 982.507. In determining reasonable rent, the CRHA will consider whether sanitary facilities, and facilities for food preparation and service, are common facilities or private.

- D. **Maximum Subsidy:** Unless there is a live-in aide, the family unit size is zero or one bedroom. If there is a live-in aide, the live-in aide will be counted in determining the family unit size.

The payment standard for a person who resides in a group home is the lower of the following:

1. the CRHA payment standard for the family unit size; or
2. the pro-rata portion of the CRHA payment standard for the group home size.

- E. Utility Allowance:** The utility allowance for each assisted person residing in a group home is the pro-rata portion of the utility allowance for the group home unit size.
- F. Housing Quality Standards:** The CRHA will ensure that all group home units approved for the program are in compliance with all of the Housing Quality Standards for group homes as regulated in 24 CFR 982.614 and all others sections referenced therein.

CRHA will enforce any local code standards for Group Homes that do not conflict with 24 CFR 982.614.

19.5 SHARED HOUSING: [24 CFR 982.615 et seq.]

- A. Occupancy:** An assisted family may reside in shared housing. In shared housing, an assisted family may share a unit with another resident or residents of a unit. The unit may be a house or an apartment.

The CRHA may approve a live-in aide to reside with a family in order to care for a person with a disability. The CRHA shall approve any necessary and acceptable live-in aide as a reasonable accommodation so that the program is readily accessible/useable by persons with disabilities.

Other persons who are assisted or not assisted under the tenant-based program may reside in a shared housing unit. The owner of a shared housing unit may reside in the unit.

A resident owner may enter into a HAP contract with the CRHA. However, housing assistance may not be paid on behalf of an owner. The CRHA will not approve assistance for a person or family that is related by blood or marriage to a resident owner.

There will be a separate housing assistance payment contract and lease for each assisted family residing in a shared housing unit.

- B. Rent and HAP Contract:** For shared housing, the term “pro-rata portion” means the ratio derived by dividing the number of bedrooms in the private space available for occupancy by a family by the total number of bedrooms in the unit. For example, for a family entitled to occupy three bedrooms in a five-bedroom unit, the ratio would be 3/5.

The rent to owner for the family may not exceed the pro-rata portion of the reasonable rent for the shared housing dwelling unit. The reasonable rent must be in accordance with the guidelines set in the “Owner Rents, Rent Reasonableness, and Payment Standards” chapter.

- C. Maximum Subsidy:** For a family that resides in a shared housing unit the payment standard is the lower of the following: (1) the payment standard amount for the PHS

family unit size or (2) the pro-rata portion of the CRHA payment standard amount for the shared housing unit size.

If the CRHA approves a live-in aide, the live-in aid will be counted in determining the family unit size.

- D. Utility Allowance:** The utility allowance for an assisted family living in shared housing is the pro-rata portion of the utility allowance for the shared housing unit.
- E. Housing Quality Standards:** The CRHA will ensure that all shared housing units approved for the program are in compliance with all of the Housing Quality Standards for shared housing as regulated in 24 CFR 982.618 and all others sections referenced therein.

CRHA will also enforce any local code standards that do not conflict with 24 CFR 982.614.

19.6 COOPERATIVE HOUSING: [24 CFR 982.619]

- A. Assistance in Cooperative Housing:** The CRHA will approve a family living in cooperative housing if it is determined that assistance under the program will help maintain affordability of the cooperative unit for low-income families. The CRHA will not approve assistance for a family in cooperative housing until the CRHA has also determined that the cooperative has adopted requirements to maintain continued affordability for low-income families after transfer of a cooperative member's interest in a cooperative unit (such as a sale of the resident's share in a cooperative corporation).
- B. Rent to Owners:** The reasonable rent in cooperative housing is determined in accordance with the "Owner Rents, Rent Reasonableness, and Payment Standards" chapter. For cooperative housing, the rent to an owner is the monthly carrying charge under the occupancy agreement/lease between the member and the cooperative.

The carrying charge consists of the amount assessed to the member by the cooperative for occupancy of the housing. It includes the member's share of the cooperatives debt service, operating expenses, and necessary payments to cooperative reserve funds. However, the carrying charge does not include down payments or other payments to purchase the cooperative unit, or to amortize a loan to the family for this purpose. Gross rent is the carrying charge plus any utility.

For a cooperative, rent adjustments are applied to the carrying charge as determined in "Owner Rents, Rent Reasonableness, and Payment Standards" chapter.

The lease and other appropriate documents will stipulate that the monthly carrying charge is subject to Section 8 limitations on rent to owners. The housing assistance payment will be determined in accordance with the guidelines in "Owner Rents, Rent Reasonableness, and Payment Standards" chapter.

The CRHA may approve a live-in aide to reside with the family to care for a person with disabilities. The CRHA will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible/useable to persons with disabilities. If the CRHA approves a live-in aide, the live-in aide will be counted when determining the family unit size.

- C. Housing Quality Standards:** The CRHA will ensure that all cooperative housing units approved for the program are in compliance with all of the Housing Quality Standards outlined in the “Housing Quality Standards and Inspections” chapter, regulated by 24 CFR 982.401 and all others sections referenced therein.

CRHA will also enforce any local code standards that do not conflict with 24 CFR 982.401.

19.7 MANUFACTURED HOMES: [24 CFR 982.620 et seq.] The CRHA will permit a family to lease a manufactured home and space with assistance. The CRHA will provide assistance for a family that owns the manufactured home and leases only the space.

The CRHA shall approve a live-in aide to reside with and care for a person with disabilities where the live in aide is necessary and appropriate as a reasonable accommodation so that the program is accessible/useable by persons with disabilities. If the CRHA approves a live-in aide, the live-in aide must be counted when determining the family unit size.

- A. Housing Quality Standards:** [24 CFR 982.621] A manufactured home must meet all the HQS requirements outlined in the “Housing Quality Standards and Inspections” chapter and regulated by 24 CFR 982.401. In addition the manufactured home also must meet the following requirements:

1. A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage.
2. A manufactured home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding.

- B. Manufactured Home Space Rental:** [24 CFR 982.622] Rent to an owner for a manufactured home space will include payment for maintenance services that the owner must provide to the tenant under the lease for the space.

Rent to an owner does not include the cost of utilities and trash collection for the manufactured home. However, the owner may charge the family a separate fee for the cost of utilities or trash collection provided by the owner.

- C. Reasonable Rent for Manufactured Home Space:** During the assisted tenancy, the rent to owner for the manufactured home space may not exceed a reasonable rent as determined by the CRHA.

The CRHA will not approve a lease for a manufactured home space until the CRHA has determined that the initial rent to owner for the space is a reasonable rent. At least annually during the assisted tenancy, the CRHA will re-determine that the rent is reasonable.

The CRHA will determine whether the rent to an owner for a manufactured home space is a reasonable rent in comparison to rents for other comparable manufactured home spaces. The CRHA will consider the size and location of the space and any services and maintenance provided by the owner in accordance with the lease.

By accepting each monthly housing assistance payment from the CRHA, the owner of the manufactured home space certifies that the rent to the owner for the space is not more than the rent charged by the owner for unassisted rental of comparable

spaces in the same manufactured home park or elsewhere. If requested by the CRHA, the owner must provide the CRHA information on rents for other manufactured home space.

D. Housing Assistance Payments for Manufactured Home Space: [24 CFR 982.623]

HUD will determine the FMR for a manufactured home space.

For the Regular Tenancy Program, the initial rent on a manufactured home space may not exceed the published FMR for a manufactured home space.

“Cost for Manufactured home space” means the sum of: the amortization cost, the utility allowance, and the rent to an owner for the manufactured home space.

The amortization cost may include debt service to amortize costs (other than furniture costs) included in the purchase price of the manufactured home. The debt service includes the payment for principal and interest on the loan. The debt service amount will be reduced by 15 percent to exclude debt service to amortize the cost of furniture, unless the CRHA determines that furniture was not included in the purchase price.

Any debt service due to refinancing the manufactured home after purchase of the home is not included in the amortization costs.

The CRHA will not approve as part of the monthly amortization payment, set-up charges included in the debt service incurred by a family that relocates its home.

The CRHA will not include as part of the monthly amortization payment, set-up charges incurred before the family became an assisted family, if monthly payments are still being made to amortize such charges.

E. HAP for the Voucher Tenancy: There is a separate FMR for a family renting a manufactured home space. The payment standard is used to calculate the monthly housing assistance payment for a family. The FMR for rental of a manufactured home space is generally 40 percent of the published FMR for a two-bedroom unit.

F. Subsidy Calculation for the Voucher Program: During the term of a voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the lesser of:

1. The payment standard minus the total tenant payment; or
2. The rent paid for rental of the real property on which the manufactured home owned by the family is located (the space rent) minus the total tenant payment.
3. The space rent is the sum of the following as determined by the CRHA:
 - a. Rent to owner for the manufactured home space;
 - b. Owner maintenance and management charges for the space;
 - c. The utility allowance for tenant paid utilities.

F. Utility Allowance Schedule for Manufactured Home Space Rental:

[24 CFR 982.624] The CRHA will establish utility allowances for manufactured home space. For the first twelve months of the initial lease term only, the allowances

will include a reasonable amount for utility hook-up charges payable by the family, if the family actually incurs the expenses because of a move.

Allowances for utility hook-up charges do not apply to a family that leases a manufactured home space already in place.

Utility allowances for manufactured home space will not be applied to cover the costs of digging a well or installation of a septic system.

19.8 HOMEOWNERSHIP: [24 CFR 982.625] The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family.

The CRHA shall approve a necessary and appropriate live-in aide as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities.

A. Who May Participate: The CRHA may make homeownership available to all that qualify, or restrict homeownership to families for purposes defined by the CRHA.

The CRHA may also limit the number of families assisted with homeownership.

*The CRHA will offer the homeownership option only to ten participating families who meet the eligibility requirements listed below:

1. *The family is currently enrolled in the Family Self-Sufficiency (FSS) Program or another approved self sufficiency program and is in compliance with the FSS contract; or
2. The family has graduated from the CRHA's FSS Program or fulfilled all the requirements of another approved self-sufficiency program.

***B. Who Will Be Notified About The Homeownership Program:** At a minimum, the CRHA will offer the homeownership option to applicant families who:

1. Are currently enrolled and participating in a self-sufficiency program operated by a Federal, State or local agency.
2. Contain at least 1 adult family member who has been fully employed for at least one full year.

***C. Number Of Available Homeownership Vouchers:** The CRHA will limit homeownership to a maximum of ten families at any given time.

D. Eligibility Requirements: [24 CFR 982.627] The family must meet all of the requirements listed below before the commencement of homeownership assistance.

1. The family must be eligible for the Housing Choice Voucher program.
2. The family must qualify as a first-time homeowner, or may be a co-operative member.
3. The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.
4. The family must meet the Federal minimum employment requirement:

- a. At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.
 - b. HUD regulations define “full time employment” as not less than an average of 30 hours per week.
 - c. *A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment:
 - (1.) *did not exceed 60 calendar days;
 - (2.) *did not occur within the 6-month period immediately prior to the family’s request to utilize the homeownership option; and
 - (3.) *has been the only break in employment within the past 12 calendar months.
- 5. The Federal minimum employment requirement does not apply to elderly or disabled families.
 - 6. Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

E. Homeownership Counseling Requirements: [24 CFR 982.630] When the family has been determined eligible, they must attend and complete homeownership counseling sessions approved by CRHA. These approved counseling sessions must meet all the content requirements of 24 CFR 982.630. Such counseling shall be consistent with HUD-approved housing counseling.

F. Eligible Units: [24 CFR 982.628] The unit must meet HUD’s “Eligible Housing” requirements and may not be:

- 1. a public housing or Indian housing unit;
- 2. a unit receiving Section 8 project-based assistance;
- 3. a nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
- 4. a college or other school dormitory;
- 5. on the grounds of penal, reformatory, medical, mental, or similar public or private institutions.

The unit must also meet all of the following requirements:

- 6. The unit was already in existence or under construction at the time the family was determined eligible for homeownership assistance.
- 7. The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.
- 8. The unit has been inspected by the CRHA and by an independent inspector designated by the family.
- 9. The unit meets HUD Housing Quality Standards.
- 10. The CRHA must not approve the seller of the unit if the CRHA has been informed that the seller is debarred, suspended, or subject to a limited denial

of participation.

11. Homeownership assistance may be provided for the purchase of a home where the family will not own fee title to the real property on which the home is located, only if the home is located on a permanent foundation, and the family has the right to occupy the home site for at least 40 years.
12. Homeownership assistance may be provided for the purchase of a unit that is owned by the CRHA provided that all the requirements of 24 CFR 982.628 (d) are satisfied.

G. CRHA Search and Purchase Requirements: [24 CFR 982.629] The CRHA has established the maximum time that will be allowed for a family to locate and purchase a home.

The family's deadline date for locating a home to purchase will be 12 months from the date the family's eligibility for the homeownership option is determined.

The CRHA will require periodic reports every 90 days on the family's progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time limit, the PHA will issue the family a voucher to lease a unit.

H. Inspection and Contract: [24 CFR 982.631]

1. The unit must meet Housing Quality Standards and must also be inspected by an independent professional inspector selected and paid for by the family.
2. The independent inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:
 - a. foundation and structure;
 - b. housing interior and exterior;
 - c. roofing;
 - d. plumbing, electrical and heating systems.
3. The independent inspector must not be a CRHA employee or contractor. The CRHA will not require the family to use an independent inspector selected by the CRHA, but the CRHA may establish standards for qualification of inspectors selected by the family.
4. Copies of the independent inspection report will be provided to the family and the CRHA. Based on the information in this report, the family and the CRHA will determine whether any pre-purchase repairs are necessary.
5. The CRHA may disapprove the unit for homeownership assistance because of information in the report.
6. The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to the CRHA. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contractor must also:
 - a. provide that the purchaser is not obligated to buy the unit unless the inspection is satisfactory;

- b. provide that the purchaser is not obligated to pay for necessary repairs found pursuant to the inspection; and
- c. contain the seller's certification that he or she has not been debarred, suspended or subject to a limited denial of participation in the Homeownership program.

I. Financing: The family is responsible for securing financing. The CRHA requires the following financing requirements, and may disapprove proposed financing if the agency determines that the debt is unaffordable:

The CRHA will require a minimum cash down payment of \$500 to be paid from the family's own resources.

J. Continued Assistance: [24 CFR 982.633] Homeownership assistance may only be paid while the family is residing in the home and home ownership assistance shall not continue after the month the family moves out of the home. The family or lender is not required to refund homeownership assistance to the CRHA for the month when the family moves out.

The family must comply with the following obligations:

1. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
2. The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
3. The family must supply information to the CRHA or HUD as specified in 24 CFR 982.551(b).
4. The family must further supply any information required by the CRHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
5. The family must notify the CRHA before moving out of the home.
6. The family must notify the CRHA if the family defaults on the mortgage used to purchase the home.
7. No household member may have any ownership interest in any other residential property.
8. The family will be offered homeownership counseling yearly during the first five years of homeownership.
9. The CRHA may offer a HUD Housing Quality Standard inspection yearly.
10. Before commencement, the family must execute a statement of family obligations pursuant to the most updated HUD form
11. Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

K. Maximum Term of Homeownership Assistance: [24 CFR 982.634] Except in the case of elderly or disabled families, the maximum term of homeownership assistance

is: (a) 15 years, if the initial mortgage term is 20 years or longer; or (b) 10 years in all other cases.

The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during the receipt of homeownership assistance, the family qualifies as disabled.

If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date assistance commenced. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.

If the family receives homeownership assistance for different homes, or from different housing authorities, the total is subject to the maximum term limitations.

L. Homeownership Assistance Payments and Homeownership Expenses:

[24 CFR 982.635]

1. Amount of Monthly Assistance: The monthly homeownership assistance payment is the lower of the following:

- a. Voucher payment standard minus the total tenant payment, or
- b. the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the CRHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher Program.

Payment: The CRHA will pay the homeownership assistance payment on a case-by-case basis to any of the following in their sole discretion:

- (1.) directly to the family
- (2.) to a lender on behalf of the family
- (3.) to the family and to the lender where the assistance payment to the family exceeds the payment due to the lender.

2. Accepted Homeownership Expenses: CRHA accepts some homeownership expenses as allowances pursuant to HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.

Homeownership expenses include:

- a. Principal and interest on mortgage debt
- b. Mortgage insurance premium
- c. Taxes and insurance
- d. The CRHA utility allowance used for the voucher program
- e. The CRHA allowance for routine maintenance costs
- f. The CRHA allowance for major repairs and replacements

g. Principal and interest on debt for improvements

*If the home is a cooperative or condominium, expenses also include operating expenses or maintenance fees assessed by the homeowner association.

M. Portability: [24 CFR 982.636; 24 CFR 982.353(b) and (c);

24 CFR 982.552; 24 CFR 982.553] Subject to the restrictions on portability included in HUD regulations and in Chapter 13 of this plan, the family may exercise portability if the receiving housing authority is administering a voucher homeownership program and accepting new homeownership families.

The receiving housing authority may absorb the family into its voucher program, or bill the CRHA. The receiving housing authority arranges for housing counseling and the receiving housing authority's homeownership policies apply.

N. Moving With Continued Assistance: [24 CFR 982.637] A family receiving homeownership assistance may move with continued assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The CRHA prohibits more than one move by the family during any one-year period.

The CRHA will deny permission to move with continued rental or homeownership assistance if the CRHA determines that it does not have sufficient funding to provide continued assistance.

The CRHA will require the family to complete additional homeownership counseling prior to moving to a new unit with continued assistance under the homeownership option.

O. Denial or Termination of Assistance: [24 CFR 982.638] Termination of homeownership assistance is governed in part by the policies for the Housing Choice Voucher program contained in Chapter 15 of the Administrative Plan and 24 CFR 982.552 & 553. However, the provisions of 24 CFR 982.551 (c) through (j) are not applicable to homeownership.

All of the following are considered to be grounds for termination by CRHA:

1. The CRHA will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure on any mortgage, whether FHA or non-FHA insured, which is securing debt incurred to purchase the home, or any refinancing of such debt. However, the CRHA will permit such a family to move with continued voucher rental assistance. Rental assistance will be denied if the family defaulted on an FHA-insured mortgage, and the family fails to demonstrate that: (a) the family conveyed title to the home as required by HUD; and (b) the family moved within the period required by HUD.
2. *The CRHA will terminate homeownership assistance if the family violates any of the following family obligations:
 - a. transfer or conveyance of ownership of the home;

- b.** the requirement of providing requested information to the CRHA or HUD;
- c.** notifying the CRHA before moving out of the home;
- d.** Failure to comply with any other family obligations under section J above.

Chapter 20

PROJECT BASED (MOD. REHAB.) ASSISTANCE PROGRAM [24 CFR 983]

20.1 INTRODUCTION: Project Based (Mod Rehab) vouchers are a component of the CRHA Housing Choice Voucher Program. Under this project-based program, CRHA may attach up to 20% of its voucher assistance specific housing units for which HAP (Housing Assistance Program) contract has been executed.

20.2 PROGRAM OPERATION: The CRHA operates its project-based voucher program in accordance with regulations promulgated at 24 CFR 983. Except as expressly modified or excluded by part 983, provisions of 24 CFR 982 (Housing Choice Voucher Program) apply.

- A. The HUD Appropriations Act of 2001 amended the existing law that governs the amount of tenant-based housing choice voucher funding that may be used for project-based assistance and made provisions to make project based vouchers assistance more flexible. Consistent with legislative intent, HUD is revising its current project-based regulations at 24 CFR 983 to further the program's flexibility and workability, and to help PHA's, owners and eligible families in need of housing take immediate advantage of new statutory features.

20.2 PROGRAM MODIFICATIONS: Important changes expected under the amended project-based program include:

- A. Attaching tenant-based assistance to existing units (that pass HQS) in addition to the current requirements of funding only newly constructed and rehabilitated units.
- B. Providing mobility and continued assistance to families that choose to participate in the project-based voucher program.
- C. Extending the HAP contract term in order to make the project financially feasible, subject to appropriations.
- D. Placement of applicants referred to owners on the CRHA waiting list in accordance with CRHA local policies and selection preferences.
- E. Permits the CRHA, at its discretion, to continue to provide assistance for a unit that becomes vacant for up to 60 days.
- F. Statutory provisions of the Act are non-discretionary and effective immediately.

20.3 CONSISTENCY WITH AGENCY PLAN AND DECONCENTRATION GOALS

- A. The Appropriations Act of 2001 integrates the project-based vouchers option within the Agency Plan requirements such that the CRHA may only enter into a project-based HAP contract if circumstances indicate that the project basing of units, rather than tenant basing of vouchers must be consistent with the statutory goals of de-concentrating poverty and expanding housing and economic growth.
- B. Until HUD issues further instructions CRHA will provide, as required attachment to its Agency Plan, a statement of the projected number of project-based units and general locations and show how the project basing is consistent with its overall Agency Plan. Should the CRHA wish to use the project-based voucher program before anticipated approval of the Agency Plan, CRHA will add information as an amendment to the Agency Plan and follow the regulations and notices for CRHA Agency Plan amendments.

- C. Until HUD Issues further instructions, CRHA will ensure the statutory goals of poverty de-concentration by requiring that all new project-based assistance agreements or contracts be for units in census tracts with poverty rates less than 20%, unless HUD specifically approves an exception.

20.4 FAMILY ELIGIBILITY AND OBTAINING A PROJECT-BASED VOUCHER

- A. Any Section 8 eligible family on CRHA's waiting list that is interested in moving into a specific unit under a project-based HAP contract is eligible for a project based voucher. The CRHA refers families, who have already applied for housing choice vouchers and are on the waiting list, to properties that have project-based voucher assistance when units become vacant (owner notification of vacancy). The CRHA project based selection system complies with the following program requirements.
- B. Applicants may only be selected from the CRHA waiting list.
- C. CRHA may operate a separate project based waiting list notwithstanding that all tenant-based applicants who seek project based project-based list upon request and without penalty to any other pending application for assistance.
- D. CRHA may place a family referred by an owner of a project-based voucher unit on its waiting list, subject to stated waiting list policies and selection preferences.

Chapter 21

SPECIAL PROGRAMS

- 21.1 FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM): 24 CFR 962 and 98** This program is established by a PHA to promote self-sufficiency of assisted families, including the provision of supportive services. The Charlottesville Redevelopment Housing Authority (CRHA) is not required to implement or maintain this program under current guidelines and practices, but in an effort to promote and enhance self-sufficiency. The CRHA may opt to implement and develop practices, which reinforces the concepts providing assistance to families seeking self-sufficiency.
- A. PURPOSE, SCOPE AND APPLICABILITY:** The purpose of the CRHA Family Self-Sufficiency (FSS) Program is to promote the development of local strategies to coordinate the use of public and Indian housing assistance and housing assistance under the Section 8 rental voucher program with public and private resources to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency.
- B. PROGRAM OBJECTIVE:** The objective of the FSS program is to reduce the dependency of low-income families on welfare assistance and on Section 8, public of Indian housing assistance, or any Federal, State, or local rent or homeownership subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social assistance, while living in assisted housing, so that they may obtain the education, employment, and business and social skills necessary to achieve self sufficiency as defined in 24 CFR 984.103.
- C. PREFERENCE SELECTION:** A PHA has the option of giving a selection preference to it's public housing and Section 8 eligible families as defined in [24 CFR 984.103], who have one or more family members currently enrolled in an FSS related service program or on the waiting list for such a program.