

**SUBMITTAL TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

616A



**FROM:** Housing Authority

**SUBMITTAL DATE:**  
January 29, 2013

**SUBJECT:** Public Hearing for the Housing Authority Annual Agency Plans and Supporting Documents

**RECOMMENDED MOTION:** That the Board of Commissioners conduct a Public Hearing regarding the Housing Authority of the County of Riverside's annual plans and documents which include: Agency Annual Plan; Administrative Plan for the Housing Choice Voucher Program; Statement of Policies for the Affordable Public Housing Program; Capital Fund Program; and Administrative Plan for the Homeownership Program.

**BACKGROUND:** (Commences on Page 2))

Robert Field  
Executive Director

|                       |                               |      |                         |         |
|-----------------------|-------------------------------|------|-------------------------|---------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 0 | In Current Year Budget: | N/A     |
|                       | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment:      | N/A     |
|                       | Annual Net County Cost:       | \$ 0 | For Fiscal Year:        | 2013-14 |

**COMPANION ITEM ON BOARD OF SUPERVISORS AGENDA:** No

|                             |   |                          |
|-----------------------------|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> N/A | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|                             | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Jennifer L. Sargent

**County Executive Office Signature**

**MINUTES OF THE HOUSING AUTHORITY BOARD OF COMMISSIONERS**

On motion of Commissioner Stone, seconded by Commissioner Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Tavaglione, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** March 12, 2013  
**xc:** Housing Authority

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**Prev. Agn. Ref.:**

**District:** ALL

**Agenda Number:**

**10-2**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**FORM APPROVED COUNTY COUNSEL**  
 BY:   
 ANNIE T. SAHHAR  
 DATE: 2/20/13  
 Departmental Concurrence

Dept't Recomm.:  
 Per Exec. Ofc.:  
 Policy  
 Policy  
 Consent  
 Consent

**BACKGROUND:**

The Quality Housing and Work Responsibility Act of 1998 requires public housing agencies to submit an Agency Plan in accordance with the format outlined by the U.S. Department of Housing and Urban Development (HUD). The Public Housing Authority (PHA) Annual Plan covers fiscal year July 1, 2013 through June 30, 2014. In addition, the Housing Authority of the County of Riverside submits Annual Plans for the Housing Authority's various housing assistance programs, including the Housing Choice Voucher, Affordable Public Housing and Homeownership Programs. For the Housing Choice Voucher (Section 8) program, due to federal funding levels, the waiting list will remain closed to all but veterans, seniors 75 years and older, registrants who can be assisted through targeted special needs programs and those that meet the Extraordinary Local Preferences as defined in the Administrative Plan. A minimum rent of \$50 is new to the Section 8 program this year. For the Affordable Public Housing program, the waiting list will remain open.

**Attachments:**

Agency Annual Plan  
Administrative Plan for the Housing Choice Voucher Program  
Statement of Policies for the Affordable Public Housing Program  
Capital Fund Program  
Administrative Plan for the Homeownership Program

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Heith White

**Address:** 4122 Maurer Ave  
(only if follow-up mail response requested)

**City:** Riverside **zip:** 92509

**Phone #:** 951-751-3490

**Date:** 3-12-13 **Agenda #** 10-2

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**  
 Support     Oppose     Neutral

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

Support     Oppose     Neutral

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.

**Part 1: Summary**

| PHA Name: Housing Authority of the County of Riverside |  | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027-50109                           |                      | Replacement Housing Factor Grant No:       |                                | FFY of Grant:<br>2009          |  |
|--|--|---|----------------------|--|--------------------------------|--------------------------------|--|
| Date of CFFP:  |  | Reserve for Disasters/ Emergencies<br><input type="checkbox"/> Reserve for Disasters/ Emergencies |                      | Revised Annual Statement (revision no:)    |                                | FFY of Grant Approval:<br>2009 |  |
|  |  | 12-31-2012  |                      | 1 for Budget Line Item Adjustment 11-29-12 |                                |                                |  |
|  |  | <input type="checkbox"/> Performance and Evaluation Report for Period Ending:                     |                      | Final Performance and Evaluation Report    |                                |                                |  |
| Line   | Summary by Development Account   | Total Estimated Cost  | Revised <sup>2</sup> | Obligated                                  | Total Actual Cost <sup>1</sup> | Expended                       |  |
|  |  | Original  |                      |  |                                |                                |  |
| 1  | Total non-CFP Funds  |   |                      |  |                                |                                |  |
| 2  | 1406 Operations (may not exceed 20% of line 20) <sup>3</sup>             | 152,139.00  | 152,139.00           | 152,139.00                                 | 152,139.00                     | 152,139.00                     |  |
| 3  | 1408 Management Improvements   | 44,000.00   | 44,000.00            | 44,000.00                                  | 44,000.00                      | 44,000.00                      |  |
| 4  | 1410 Administration (may not exceed 10% of line 20)                      | 76,069.00   | 76,069.00            | 76,069.00                                  | 76,069.00                      | 76,069.00                      |  |
| 5  | 1411 Audit   | 1,000.00  | 1,000.00             | 1,000.00                                   | 1,000.00                       | 1,000.00                       |  |
| 6  | 1415 Liquidated Damages  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 7  | 1430 Fees and Costs  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 8  | 1440 Site Acquisition  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 9  | 1450 Site Improvement  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 10   | 1460 Dwelling Structures   | 487,487.00  | 487,487.00           | 487,487.00                                 | 487,487.00                     | 487,487.00                     |  |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable                                  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 12   | 1470 Non-dwelling Structures   | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 13   | 1475 Non-dwelling Equipment  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 14   | 1485 Demolition  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 15   | 1492 Moving to Work Demonstration  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 16   | 1495.1 Relocation Costs  | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 17   | 1499 Development Activities <sup>4</sup>                                 | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 18a  | 1501 Collateralization or Debt Service paid by the PHA                   | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 18b  | 9000 Collateralization or Debt Service paid Via system of Direct Payment | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 19   | 1502 Contingency (may not exceed 8% of line 20)                          | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 20   | <b>Amount of Annual Grant: (sum of lines 2 to 19)</b>                    | <b>760,695.00</b>   | <b>760,695.00</b>    | <b>760,695.00</b>                          | <b>760,695.00</b>              | <b>760,695.00</b>              |  |
| 21   | Amount of line 20 Related to LBP Activities                              | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 22   | Amount of line 20 Related to Section 504 Activities                      | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 23   | Amount of line 20 Related to Security – Soft Costs                       | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 24   | Amount of line 20 Related to Security – Hard Costs                       | 0.00  | 0.00                 | 0.00                                       | 0.00                           | 0.00                           |  |
| 25   | Amount of line 20 Related to Energy Conservation Measures                | 328,500.00  | 281,487.00           | 281,487.00                                 | 281,487.00                     | 281,487.00                     |  |

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

|  |   |
|--|---|
| <b>Part 1: Summary</b>   |   |
| PHA Name:<br>Housing Authority of the County of Riverside  | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027-50109 Replacement Housing Factor Grant No:<br>Date of CFFP: _____ |
| Type of Grant<br><input type="checkbox"/> Original Annual Statement<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2012   | FFY of Grant: 2009<br>FFY of Grant Approval: 2009   |
| <input type="checkbox"/> Reserve for Disasters/ Emergencies<br><input type="checkbox"/> Revised Annual Statement (revision no: 1 for Budget Line Item Adjustment 11-29-12)<br><input type="checkbox"/> Final Performance and Evaluation Report |   |
| Line Summary by Development Account  | Total Estimated Cost  |
|  | Revised <sup>2</sup>  |
| Signature of Executive Director  | Obligated   |
| Date   | Expended  |
|  | Total Actual Cost   |
|  | Date  |
|  | Signature of Public Housing Director  |

| Part II: Supporting Pages                                       |  |                         |                          |                      |   |                              |                             |   |  |
|---|--|-------------------------|--------------------------|----------------------|---|------------------------------|-----------------------------|---|--|
| PHA Name: Housing Authority of the County of Riverside          |  |                         |                          |                      | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027 50109 CFFP (Yes/No): No |                              |                             | Federal FY of Grant:<br>2009            |  |
| Development Number<br>Name/PHA-Wide Activities                  | General Description of Major Work Categories   | Development Account No. | Quantity                 | Total Estimated Cost |   | Total Actual Cost            |                             | Status of Work                          |  |
|   |  |                         |                          | Original             | Revised <sup>1</sup>  | Funds Obligated <sup>2</sup> | Funds Expended <sup>2</sup> |   |  |
| Management Improvement  | Operations<br>Management Improvement Items- computers, hardware & software, upgrade video conferencing, digital camera, Preventive Maintenance Program, Energy Audit, Employee Training, Resident Services | 1406<br>1408(a)         |                          | 152,139.00           | 152,139.00  | 152,139.00                   | 152,139.00                  |   |  |
| Salaries  | Staff, management including benefits   | 1410                    |                          | 76,069.00            | 76,069.00   | 76,069.00                    | 76,069.00                   |   |  |
| Consultant Fees   | Audit<br>Energy Audit  | 1411<br>1430            |                          | 1,000.00<br>0.00     | 1,000.00<br>0.00  | 0.00                         | 0.00                        |   |  |
| AMP 210 - CA027019<br>Scattered Sites: Fort Dr                  | Carpet/vinyl floor replacement in 3 of 9 units 3974 #1-3 (3974 #4, 3990, 3992, 3986, 3996 & 3998 Fort already done)  | 1460                    | 3 @ 6,000 ea             | 18,000.00            | 18,000.00   | 18,000.00                    | 18,000.00                   | Completed                               |  |
| AMP 210 - CA027019<br>Scattered Sites: Fort Dr                  | Replace swamp coolers w/ A/C dual pack<br>For 6 of 9 units (3990, 3992, 3974 #1-4)   | 1460                    | 6 @ 7,000                | 42,000.00            | 42,000.00   | 40,345.53                    | 40,345.53                   | Completed                               |  |
| AMP 220 - CA027008<br>Banning Apts                              | Replace swamp coolers w/ A/C dual pack   | 1460                    | 14 units @<br>\$7,070 ea | 98,987.00            | 98,987.00   | 85,402.80                    | 85,402.80                   | Completed                               |  |
| AMP 230 - CA027009,<br>CA027017, CA027031<br>Church & Polk Apts | Water heater replacements to on-demand units   | 1460                    | 53 @ 2500                | 132,500.00           | 132,500.00  | 128,547.00                   | 128,547.00                  | Completed                               |  |
| AMP 230 - CA027041<br>Aladdin Apartments                        | Remodel cabinets throughout units (kitchen, baths, hall, etc.)   | 1460                    | 20 @ 9800                | 196,000.00           | 196,000.00  | 196,000.00                   | 196,000.00                  | Completed                               |  |
| AMP 230 - CA027009,<br>CA027017 - Thermal                       | Kitchen remodel- cabinets, counters, floors and appliances, excluding tenant provided refrigerator   | 1460                    | 28 @ 6822                | \$0.00               | +1,654.47<br>+13,584.20<br>+3,953.00<br>19,191.67   | 0.00                         | 0.00                        | Moved part of work from CA16 P027-50110 |  |
| Contingency   | Contingency  | 1502                    |                          | 0.00                 | 0.00  | 0.00                         | 0.00                        |   |  |

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: **Housing Authority of the County of Riverside** Grant Type and Number: **Capital Fund Program No: CA16 P027 - 50109** Federal FY of Grant: **2009**

Development Number: **HA-Wide Activities** Replacement Housing Factor No: **50109** Reasons for Revised Target Dates

| Development Number<br>Name/HA-Wide Activities                   | All Fund Obligated<br>(Quarter Ending Date) |         | All Funds Expended<br>(Quarter Ending Date) |            | Reasons for Revised Target Dates |
|---|---|---------|---|------------|----------------------------------|
|   | Original                                    | Revised | Original                                    | Revised    |                                  |
| Operations  | 09/14/2011                                  |         | 09/14/2013                                  | 10/03/2012 |                                  |
| Management Improvements   | 09/14/2011                                  |         | 09/14/2013                                  | 04/06/2011 |                                  |
| Administration  | 09/14/2011                                  |         | 09/14/2013                                  | 08/04/2011 |                                  |
| Audit   | 09/14/2011                                  |         | 09/14/2013                                  |            | Over 90% obligated by 8/31/2011  |
| AMP 210 - CA027019<br>Scattered Sites: Fort Dr                  | 09/14/2011                                  |         | 09/14/2013                                  | 2/27/2012  |                                  |
| AMP 220 - CA027008<br>Banning Apts                              | 09/14/2011                                  |         | 09/14/2013                                  | 01/03/2012 |                                  |
| AMP 230 - CA027009,<br>CA027017, CA027031<br>Church & Polk Apts | 09/14/2011                                  |         | 09/14/2013                                  | 01/03/2012 |                                  |
| AMP 230 - CA027041<br>Aladdin Apartments                        | 09/14/2011                                  |         | 09/14/2013                                  | 12/07/2011 |                                  |
| Contingency   |   |         |   |            |                                  |

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended



**Part I: Summary**

Type of Grant  
 Original Annual Statement  
 Performance and Evaluation Report for Period Ending: 12-31-2012  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 1 for Budget Line Item Adjustment 11-29-12)  
 Final Performance and Evaluation Report

| Line | Summary by Development Account   | Total Estimated Cost |                      |                   | Total Actual Cost <sup>1</sup> |  |
|------|--|----------------------|----------------------|-------------------|--------------------------------|--|
|      |  | Original             | Revised <sup>2</sup> | Obligated         | Expended                       |  |
| 1    | Total non-CFP Funds  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 2    | 1406 Operations (may not exceed 20% of line 20) <sup>3</sup>             | 148,193.00           | 148,193.00           | 148,193.00        | 148,193.00                     |  |
| 3    | 1408 Management Improvements   | 50,000.00            | 50,000.00            | 50,000.00         | 50,000.00                      |  |
| 4    | 1410 Administration (may not exceed 10% of line 20)                      | 74,096.00            | 74,096.00            | 74,096.00         | 74,096.00                      |  |
| 5    | 1411 Audit   | 1,000.00             | 1,000.00             | 0.00              | 0.00                           |  |
| 6    | 1415 Liquidated Damages  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 7    | 1430 Fees and Costs  | 6,000.00             | 6,000.00             | 3,881.48          | 3,881.48                       |  |
| 8    | 1440 Site Acquisition  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 9    | 1450 Site Improvement  | 270,660.00           | 248,489.65           | 248,489.65        | 232,315.40                     |  |
| 10   | 1460 Dwelling Structures   | 191,016.00           | 213,186.35           | 213,186.35        | 0.00                           |  |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable                                  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 12   | 1470 Non-dwelling Structures   | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 13   | 1475 Non-dwelling Equipment  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 14   | 1485 Demolition  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 15   | 1492 Moving to Work Demonstration  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 16   | 1495.1 Relocation Costs  | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 17   | 1499 Development Activities <sup>4</sup>                                 | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 18a  | 1501 Collateralization or Debt Service paid by the PHA                   | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 18b  | 9000 Collateralization or Debt Service paid Via system of Direct Payment | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 19   | 1502 Contingency (may not exceed 8% of line 20)                          | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 20   | <b>Amount of Annual Grant: (sum of lines 2 to 19)</b>                    | <b>740,965.00</b>    | <b>740,965.00</b>    | <b>737,846.48</b> | <b>508,485.88</b>              |  |
| 21   | Amount of line 20 Related to LBP Activities                              | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 22   | Amount of line 20 Related to Section 504 Activities                      | 205,660.00           | 183,489.65           | 0.00              | 0.00                           |  |
| 23   | Amount of line 20 Related to Security – Soft Costs                       | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 24   | Amount of line 20 Related to Security – Hard Costs                       | 0.00                 | 0.00                 | 0.00              | 0.00                           |  |
| 25   | Amount of line 20 Related to Energy Conservation Measures                | 11,200.00            | 11,200.00            | 0.00              | 0.00                           |  |

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

|  |  |                                      |                                       |
|--|--|--------------------------------------|---------------------------------------|
| <b>Part 1: Summary</b>   |  | FFY of Grant:<br><b>2010</b>         |                                       |
| PHA Name:<br>Housing Authority of the County of Riverside  | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027-50110  | Replacement Housing Factor Grant No: | FFY of Grant Approval:<br><b>2010</b> |
| Date of CFFP:  | <input type="checkbox"/> Reserve for Disasters/ Emergencies<br><input type="checkbox"/> Revised Annual Statement (revision no: 1 for Budget Line Item Adjustment 11-29-12 )<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-2013<br><input type="checkbox"/> Final Performance and Evaluation Report |                                      |                                       |
| Type of Grant<br><input type="checkbox"/> Original Annual Statement<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-2013 | Total Estimated Cost   | Revised <sup>2</sup>                 | Total Actual Cost <sup>1</sup>        |
| Line Summary by Development Account  | Original   | Obligated                            | Expended                              |
| Signature of Executive Director  | Date   | Signature of Public Housing Director | Date                                  |

| Part II: Supporting Pages                              |  |                         |           |                      |  |                   |                |                                       |                            |
|--|--|-------------------------|-----------|----------------------|--|-------------------|----------------|---------------------------------------|----------------------------|
| PHA Name: Housing Authority of the County of Riverside |  |                         |           |                      |  |                   |                |                                       |                            |
| Development Number<br>Name/PHA-Wide Activities         | General Description of Major Work Categories   | Development Account No. | Quantity  | Total Estimated Cost |  | Total Actual Cost |                | Status of Work                        | Federal FFY of Grant: 2010 |
|  |  |                         |           | Original             | Revised                                | Funds Obligated   | Funds Expended |                                       |                            |
|  | Operations   | 1406                    |           | 148,193.00           |  | 148,193.00        |                |                                       |                            |
|  | Management Improvement   | 1408                    |           | 50,000.00            |  | 50,000.00         |                |                                       |                            |
| Salaries   | Staff, management including benefits   | 1410                    |           | 74,096.00            |  | 74,096.00         |                |                                       |                            |
|  | Audit  | 1411                    |           | 1,000.00             |  | 0.00              |                |                                       |                            |
| Consultant Fees and Costs                              | Architect and Engineering, Environmental Reviews   | 1430                    |           | 6,000.00             |  | 3,881.00          |                |                                       |                            |
| AMP 210 - CA027007 - Jackson                           | Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible | 1450                    | 68 units  | 148,660.00           | 148,660.00<br>+13,087.00<br>161,747.00 | 148,660.00        | 145,572.75     |                                       |                            |
| AMP 220 - CA027001 - Beaumont                          | Remove / Replace Playground equipment and base including re-route sprinkler lines  | 1450                    |           | 65,000.00            |  | 65,000.00         | 65,000.00      | Completed                             |                            |
| AMP 220 - CA027008 - Banning                           | Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible | 1450                    | 14 units  | 57,000.00            | 57,000.00<br>-35,257.35<br>21,742.65   | 57,000.00         | 21,742.65      | Completed                             |                            |
| AMP 230 - CA027009, CA027017 - Thermal                 | Kitchen remodel- cabinets, counters, floors and appliances, excluding tenant provided refrigerator                                   | 1460                    | 28 @ 6822 | 191,016.00           | 191,016.00<br>+22,170.35<br>213,186.35 | 191,016.00        | 0.00           | Part of work moved to CA16 P027-50109 |                            |
| Contingency  | Contingency  | 1502                    |           | 0.00                 |  |                   |                |                                       |                            |



**Part 1: Summary**

PHA Name: **Housing Authority of the County of Riverside** Grant Type and Number: **Capital Fund Program Grant No: CA 16 P027-50111** Replacement Housing Factor Grant No: **2011**  
 Date of CFFP: \_\_\_\_\_ FFY of Grant Approval: **2011**

Type of Grant  
 Original Annual Statement  Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending: 12/31/2012  Revised Annual Statement (revision no: )  
 Summary by Development Account  Final Performance and Evaluation Report

| Line | Summary by Development Account   | Total Estimated Cost |                      | Total Actual Cost <sup>1</sup> |                   |
|------|--|----------------------|----------------------|--------------------------------|-------------------|
|      |  | Original             | Revised <sup>2</sup> | Obligated                      | Expended          |
| 1    | Total non-CFP Funds  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 2    | 1406 Operations (may not exceed 20% of line 20) <sup>3</sup>             | 92,000.00            | 92,000.00            | 92,000.00                      | 92,000.00         |
| 3    | 1408 Management Improvements   | 50,000.00            | 50,000.00            | 0.00                           | 0.00              |
| 4    | 1410 Administration (may not exceed 10% of line 20)                      | 61,500.00            | 61,500.00            | 53,000.00                      | 38,392.88         |
| 5    | 1411 Audit   | 1,000.00             | 1,000.00             | 0.00                           | 0.00              |
| 6    | 1415 Liquidated Damages  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 7    | 1430 Fees and Costs  | 4,720.00             | 4,720.00             | 0.00                           | 0.00              |
| 8    | 1440 Site Acquisition  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 9    | 1450 Site Improvement  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 10   | 1460 Dwelling Structures   | 406,000.00           | 406,000.00           | 0.00                           | 0.00              |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable                                  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 12   | 1470 Non-dwelling Structures   | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 13   | 1475 Non-dwelling Equipment  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 14   | 1485 Demolition  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 15   | 1492 Moving to Work Demonstration  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 16   | 1495.1 Relocation Costs  | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 17   | 1499 Development Activities <sup>4</sup>                                 | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 18a  | 1501 Collateralization or Debt Service paid by the PHA                   | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 18b  | 9000 Collateralization or Debt Service paid Via system of Direct Payment | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 19   | 1502 Contingency (may not exceed 8% of line 20)                          | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 20   | <b>Amount of Annual Grant: (sum of lines 2 to 19)</b>                    | <b>615,220.00</b>    | <b>615,220.00</b>    | <b>145,000.00</b>              | <b>130,392.88</b> |
| 21   | Amount of line 20 Related to LBP Activities                              | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 22   | Amount of line 20 Related to Section 504 Activities                      | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 23   | Amount of line 20 Related to Security – Soft Costs                       | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 24   | Amount of line 20 Related to Security – Hard Costs                       | 0.00                 | 0.00                 | 0.00                           | 0.00              |
| 25   | Amount of line 20 Related to Energy Conservation Measures                | 308,000.00           | 308,000.00           | 0.00                           | 0.00              |

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part 1: Summary**

|   |  |   |  |   |  |
|---|--|---|--|---|--|
| PHA Name:<br><b>Housing Authority of the County of Riverside</b>  |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA16 P027-50111</b> Replacement Housing Factor Grant No: |  | FFY of Grant:<br><b>2011</b>                                      |  |
| Date of CFFP:   |  | Total Estimated Cost  |  | Total Actual Cost <sup>1</sup>                                    |  |
| Type of Grant<br><input type="checkbox"/> Original Annual Statement<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/31/2012</b> |  | <input type="checkbox"/> Reserve for Disasters/ Emergencies   |  | <input type="checkbox"/> Revised Annual Statement (revision no: ) |  |
| Summary by Development Account  |  | Revised <sup>2</sup>  |  | Obligated   |  |
| Signature of Executive Director   |  | Signature of Public Housing Director  |  | Date  |  |

| Part II: Supporting Pages                              |  |   |          |                         |          |                   |                 |                |                            |
|--|--|---|----------|-------------------------|----------|-------------------|-----------------|----------------|----------------------------|
| PHA Name: Housing Authority of the County of Riverside |  |   |          |                         |          |                   |                 |                |                            |
| Development Number Name/PHA-Wide Activities            | General Description of Major Work Categories   | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027 50111<br>Replacement Housing Factor Grant No: | Quantity | Total Estimated Cost    |          | Total Actual Cost |                 | Status of Work | Federal FFY of Grant: 2011 |
|  |  |   |          | Development Account No. | Original | Revised           | Funds Obligated |                |                            |
|  | Operations - costs associated with building onsite leasing offices and maintenance shop in accordance with Asset Management- Average Cost of construction from planning to building to furnishing office is between \$75,000 to \$100,000.   | 1406  |          | 92,000.00               |          | 92,000.00         |                 |                |                            |
|  | Management Improvement - Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training - Cost of travel and accommodations of bi-annual maintenance and modernization meetings.  | 1408  |          | 50,000.00               |          |                   |                 |                |                            |
| Salaries   | Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs. | 1410  |          | 61,500.00               |          | 53,000.00         | 38,392.88       |                |                            |
|  | Audit for Grant No : CA16 P027 50111   | 1411  |          | 1,000.00                |          |                   |                 |                |                            |
| Consultant Fees and Costs                              | Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,720, excess charges will be drawn from Operations (1406)  | 1430  |          | 4,720.00                |          |                   |                 |                |                            |

**Part II: Supporting Pages**

| PHA Name: Housing Authority of the County of Riverside                          |   | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027 50111 CFFP (Yes/No): No |                             | Federal FFY of Grant: 2011 |                   |                             |
|---|---|---|-----------------------------|----------------------------|-------------------|-----------------------------|
| Development Number<br>Name/PHA-Wide Activities                                  | General Description of Major Work Categories  | Development Account No.   | Quantity                    | Total Estimated Cost       | Total Actual Cost | Status of Work              |
| AMP 220: CA16-P027-015<br>Site 223 Idylwild<br>SAN JACINTO                      | Kitchen remodel-cabinets, counters, floors, & appliances<br>(To be completed via Contract)                | 1460  | 14 units @ 7000 ea.         | 98,000.00                  |                   |                             |
| AMP 220: CA16-P027-013<br>Site 221 Fairview<br>LAKE ELSINORE                    | Air Conditioning replacement-dual-pack<br>(Energy conservation measure)<br>(To be completed via Contract) | 1460  | 16 units @ 7000 ea.         | 112,000.00                 |                   |                             |
| AMP 210: CA16-P027-018-1<br>Site 213 Dracaea<br>MORENO VALLEY                   | Air conditioning replacement-dual-pack<br>(Energy conservation measure)<br>(To be completed via Contract) | 1460  | 28 units on roof @ 7000 ea. | 196,000.00                 |                   | Move Work to CA16P027-50112 |
| AMP 210: CA16-P027-016<br>CA16-P027-020<br>Site 213 Gloria St.<br>MORENO VALLEY | Air conditioning replacement-dual-pack<br>(Energy conservation measure)<br>(To be completed via Contract) | 1460  | 28 units on roof @ 7000 ea. | 196,000.00                 |                   |                             |
| Contingency   | Contingency   | 1502  |                             | 0.00                       |                   |                             |



| <b>Part III: Implementation Schedule for Capital Fund Financing Program</b> |   |   |            |   |         |                               |                                  |  |  |
|---|---|---|------------|---|---------|-------------------------------|----------------------------------|--|--|
| PHA Name:<br>Housing Authority of the County of Riverside                   |   | Grant Type and Number<br>Capital Fund Program No: CA16 P027 - 50111<br>Replacement Housing Factor No: |            |   |         | Federal FFY of Grant:<br>2011 |                                  |  |  |
| Development Number<br>Name/HA- Wide Activities                              | All Fund Obligated<br>(Quarter Ending Date) |   |            | All Funds Expended<br>(Quarter Ending Date) |         |                               | Reasons for Revised Target Dates |  |  |
|   | Original                                    | Revised   | Actual     | Original                                    | Revised | Actual                        |                                  |  |  |
| Operations  | 08/02/2013                                  |   | 09/30/2011 | 08/02/2015                                  |         |                               |                                  |  |  |
| Management Improvements   | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
| Administration  | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
| Audit   | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
| Fees and Costs  | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
| Site Improvement  | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
| Dwelling Structures   | 08/02/2013                                  |   |            | 08/02/2015                                  |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |
|   |   |   |            |   |         |                               |                                  |  |  |

† Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**Part 1: Summary**

PHA Name: **Housing Authority of the County of Riverside**

Grant Type and Number: **Capital Fund Program Grant No. CA16 P027-50112** Replacement Housing Factor Grant No: \_\_\_\_\_  
Date of CFFP: \_\_\_\_\_

FFY of Grant: **2012**  
FFY of Grant Approval: **2012**

| Line | Type of Grant   | Original          | Revised <sup>2</sup> | Total Actual Cost <sup>1</sup> |             |
|------|---|-------------------|----------------------|--------------------------------|-------------|
|      |   |                   |                      | Obligated                      | Expended    |
|      | <input type="checkbox"/> Original Annual Statement<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2012 |                   |                      |                                |             |
|      | <input type="checkbox"/> Reserve for Disasters/ Emergencies   |                   |                      |                                |             |
|      | <input type="checkbox"/> Summary by Development Account   |                   |                      |                                |             |
| 1    | Total non-CFP Funds   | 0.00              |                      |                                |             |
| 2    | 1406 Operations (may not exceed 20% of line 20) <sup>3</sup>  | 110,084.00        |                      | 0.00                           | 0.00        |
| 3    | 1408 Management Improvements  | 50,000.00         |                      | 0.00                           | 0.00        |
| 4    | 1410 Administration (may not exceed 10% of line 20)   | 56,675.00         |                      | 0.00                           | 0.00        |
| 5    | 1411 Audit  | 1000.00           |                      | 0.00                           | 0.00        |
| 6    | 1415 Liquidated Damages   | 0.00              |                      | 0.00                           | 0.00        |
| 7    | 1430 Fees and Costs   | 4,000.00          |                      | 0.00                           | 0.00        |
| 8    | 1440 Site Acquisition   | 0.00              |                      | 0.00                           | 0.00        |
| 9    | 1450 Site Improvement   | 107,000.00        |                      | 0.00                           | 0.00        |
| 10   | 1460 Dwelling Structures  | 238,000.00        |                      | 0.00                           | 0.00        |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable   | 0.00              |                      | 0.00                           | 0.00        |
| 12   | 1470 Non-dwelling Structures  | 0.00              |                      | 0.00                           | 0.00        |
| 13   | 1475 Non-dwelling Equipment   | 0.00              |                      | 0.00                           | 0.00        |
| 14   | 1485 Demolition   | 0.00              |                      | 0.00                           | 0.00        |
| 15   | 1492 Moving to Work Demonstration   | 0.00              |                      | 0.00                           | 0.00        |
| 16   | 1495.1 Relocation Costs   | 0.00              |                      | 0.00                           | 0.00        |
| 17   | 1499 Development Activities <sup>4</sup>  | 0.00              |                      | 0.00                           | 0.00        |
| 18a  | 1501 Collateralization or Debt Service paid by the PHA  | 0.00              |                      | 0.00                           | 0.00        |
| 18b  | 9000 Collateralization or Debt Service paid Via system of Direct Payment  | 0.00              |                      | 0.00                           | 0.00        |
| 19   | 1502 Contingency (may not exceed 8% of line 20)   | 0.00              |                      | 0.00                           | 0.00        |
| 20   | <b>Amount of Annual Grant: (sum of lines 2 to 19)</b>   | <b>566,759.00</b> |                      | <b>0.00</b>                    | <b>0.00</b> |
| 21   | Amount of line 20 Related to LBP Activities   | 0.00              |                      | 0.00                           | 0.00        |
| 22   | Amount of line 20 Related to Section 504 Activities   | 0.00              |                      | 0.00                           | 0.00        |
| 23   | Amount of line 20 Related to Security – Soft Costs  | 0.00              |                      | 0.00                           | 0.00        |
| 24   | Amount of line 20 Related to Security – Hard Costs  | 0.00              |                      | 0.00                           | 0.00        |
| 25   | Amount of line 20 Related to Energy Conservation Measures   | \$238,000.00      |                      | 0.00                           | 0.00        |

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part 1: Summary**

|   |  |   |
|---|--|---|
| PHA Name:<br>Housing Authority of the County of Riverside   | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027-50112<br>Date of CFFP: _____<br>Replacement Housing Factor Grant No: _____ | FFY of Grant:<br>2012<br>FFY of Grant Approval:<br>2012                         |
| Type of Grant<br><input type="checkbox"/> Original Annual Statement<br><input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2012<br><input type="checkbox"/> Reserve for Disasters/ Emergencies |  |   |
| <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input type="checkbox"/> Final Performance and Evaluation Report   |  |   |
| Line  | Total Estimated Cost<br>Original   | Total Actual Cost <sup>1</sup><br>Revised <sup>2</sup><br>Obligated<br>Expended |
| Signature of Executive Director _____ Date _____<br>Signature of Public Housing Director _____ Date _____   |  |   |

| Part II: Supporting Pages                              |  |   |          |                         |          |                   |                 |                |                            |
|--|--|---|----------|-------------------------|----------|-------------------|-----------------|----------------|----------------------------|
| PHA Name: Housing Authority of the County of Riverside |  |   |          |                         |          |                   |                 |                |                            |
| Development Number<br>Name/PHA-Wide Activities         | General Description of Major Work Categories   | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027 50112<br>Replacement Housing Factor Grant No: | Quantity | Total Estimated Cost    |          | Total Actual Cost |                 | Status of Work | Federal FFY of Grant: 2012 |
|  |  |   |          | Development Account No. | Original | Revised           | Funds Obligated |                |                            |
|  | Operations – costs associated with building onsite leasing offices and maintenance shop in accordance with Asset Management- Average Cost of construction from planning to building to furnishing office is between \$75,000 to \$100,000.   | 1406  |          | 110,084.00              |          |                   |                 |                |                            |
|  | Management Improvement – Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training – Cost of travel and accommodations of bi-annual maintenance and modernization meetings.  | 1408  |          | 50,000.00               |          |                   |                 |                |                            |
| Salaries   | Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs. | 1410  |          | 56,675.00               |          |                   |                 |                |                            |
|  | Audit for Grant No : CA16 P027 50112   | 1411  |          | 1,000.00                |          |                   |                 |                |                            |
| Consultant Fees and Costs                              | Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,000, excess charges will be drawn from Operations (1406)  | 1430  |          | 4,000.00                |          |                   |                 |                |                            |

**Part II: Supporting Pages**

| Development Number Name/PHA-Wide Activities                              |  | General Description of Major Work Categories  | Grant Type and Number<br>Capital Fund Program Grant No: CA16 P027 50112 CFFP (Yes/No): No<br>Replacement Housing Factor Grant No: | Quantity              | Total Estimated Cost | Federal FFY of Grant: 2012 |                |
|--|--|---|---|-----------------------|----------------------|----------------------------|----------------|
| Development Account No.  |  |   |   |                       |                      | Total Actual Cost          | Status of Work |
| AMP 210: CA16-P027-018-1<br>Site 213 Dracaca<br>MORENO VALLEY            |  | Air conditioning replacement-dual-pack<br>(Energy conservation measure)<br>(To be completed via Contract)   | 1460  | 28 units @<br>\$7,000 | \$196,000            |                            |                |
| AMP 210: CA16-P027-016 CA16-P027-020<br>Site 213 Gloria<br>Moreno Valley |  | Air conditioning replacement-dual-pack<br>(Energy conservation measure)<br>(To be completed via Contract)   | 1460  | 6 units @<br>\$7,000  | \$42,000             |                            |                |
| AMP 220: CA16-P027-011/014<br>Site 221 Broadway<br>Lake Elsinore         |  | Walkway ADA compliance (REAC<br>deficiency) - Convert / Improve any needed<br>thresholds / step-downs / walkways to<br>handicapped accessible<br>(To be completed via Contract) | 1450  | 28 units              | \$68,000             |                            |                |
| AMP 220: CA16-P027-013<br>Site 221 Fairview<br>Lake Elsinore             |  | Walkway ADA compliance (REAC<br>deficiency) - Convert / Improve any needed<br>thresholds / step-downs / walkways to<br>handicapped accessible<br>(To be completed via Contract) | 1450  | 16 units              | \$39,000             |                            |                |
| Contingency  |  | Contingency   | 1502  |                       | 0.00                 |                            |                |



**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

| PHA Name/Number | Locality (City/County and State)                                    |                     | Work Statement for Year 1<br>FFY Grant<br>2013 | Work Statement for Year 2<br>FFY Grant: 2014 | Work Statement for Year 3<br>FFY Grant: 2015 | Work Statement for Year 4<br>FFY Grant: 2016 | Original 5-Year Plan <input type="checkbox"/> Revisions <input checked="" type="checkbox"/> |
|-----------------|---|---------------------|--|--|--|--|---|
|                 | County, California  |                     |  |  |  |  |   |
| 210             | Site 211 34 <sup>th</sup> Street<br>CA16-P027-006/012<br>Riverside  | Riverside/Riverside | NO WORK  | \$203,000                                    | \$107,300                                    | \$110,000                                    |   |
|                 | Site 212 Jackson<br>CA16-P027-007<br>Riverside                      | Riverside/Riverside | NO WORK  | \$557,600                                    | 52,000                                       | NO WORK                                      | \$476,000   |
|                 | Site 213 Gloria<br>CA16-P027-016 CA16-<br>P027-020<br>Moreno Valley | Riverside/Riverside | NO WORK  | 150,000                                      | \$228,000                                    | \$82,000                                     | \$70,000  |
|                 | Site 213 Dracaea<br>CA16-P027-018-1<br>Moreno Valley                | Riverside/Riverside | NO WORK  | 28,000                                       | \$60,000                                     | \$292,000                                    | \$85,000  |
|                 | Site 214 Fort Drive<br>CA16-P027-019-1<br>Riverside                 | Riverside/Riverside | NO WORK  | \$63,000                                     | NO WORK                                      | \$52,000                                     | \$49,000  |
|                 | Site 214 - Sherman<br>CA16-P027-019-2<br>Moreno Valley              | Riverside/Riverside | NO WORK  | NO WORK                                      | \$4,800                                      | \$16,000                                     | NO WORK   |
|                 | Site 214 Highland<br>CA16-P027-022<br>Riverside                     | Riverside/Riverside | NO WORK  | NO WORK                                      | \$28,000                                     | \$10,000                                     | NO WORK   |
|                 | <b>AMP 210<br/>SUBTOTAL</b>   |                     |  | <b>\$1,001,600</b>                           | <b>\$523,300</b>                             | <b>\$562,000</b>                             | <b>\$800,000</b>  |

*Expiration*  
*4/30/2011*

**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

| PHA Name/Number<br>Housing Authority of the County of Riverside/C027 |  | Locality (City/County and State) Riverside/Riverside<br>County, California |  |  |  | <input type="checkbox"/> Original 5-Year Plan | <input checked="" type="checkbox"/> Revision No: 9 |
|--|--|--|--|--|--|---|--|
| A.   | Development Number and Name  | Work Statement for Year 1<br>FFY Grant<br>2013                             | Work Statement for Year 2<br>FFY Grant: 2014 | Work Statement for Year 3<br>FFY Grant: 2015 | Work Statement for Year 4<br>FFY Grant: 2016 | Work Statement for Year 5<br>FFY Grant: 2017  |  |
|  | AMP 220<br>Site 221 Broadway<br>CA16-P027-011/014<br>Lake Elsinore |  | \$14,000                                     | \$196,000                                    | \$196,000                                    | NO WORK                                       |  |
|  | Site 221 Fairview<br>CA16-P027-013<br>Lake Elsinore                |  | 280,000                                      | NO WORK                                      | NO WORK                                      | NO WORK                                       |  |
|  | Site 222 Midway<br>CA16-P027-021<br>Perris                         |  | \$280,000                                    | NO WORK                                      | \$35,000                                     | \$48,000                                      |  |
|  | Site 223 Idyllwild<br>CA16-P027-015<br>San Jacinto                 |  | NO WORK                                      | \$162,800                                    | NO WORK                                      | \$98,000                                      |  |
|  | Site 224 5 <sup>th</sup> & Maple<br>CA16-P027-001<br>Beaumont      |  | NO WORK                                      | NO WORK                                      | NO WORK                                      | \$154,000                                     |  |
|  | Site 225 – Williams<br>CA16-P027-008<br>Banning                    |  | \$126,000                                    | \$49,000                                     | \$16,800                                     | \$75,000                                      |  |
|  | <b>AMP 220<br/>SUBTOTAL</b>  |  | <b>\$420,000</b>                             | <b>\$407,800</b>                             | <b>\$247,800</b>                             | <b>\$375,000</b>                              |  |



**Part I: Summary**

| PHA Name/Number<br>Housing Authority of the County of Riverside/C027 | Development Number and Name                                | Work Statement for Year 1<br>FFY Grant 2013 | Locality (City/County and State) <b>Riverside/Riverside County, California</b> |  |  | <input type="checkbox"/> Original 5-Year Plan<br><input checked="" type="checkbox"/> Revision No: 9 |
|--|--|---|--|--|--|---|
|  |  |   | Work Statement for Year 2<br>FFY Grant: 2014                                   | Work Statement for Year 3<br>FFY Grant: 2015 | Work Statement for Year 4<br>FFY Grant: 2016 |   |
| AMP 230  | Site 231 Don English<br>CA16-P027-018-2 Desert Hot Springs |   | \$102,000  | NO WORK                                      | \$342,000                                    | NO WORK   |
|  | Site 232 - Corrigedor<br>CA16-P027-010 Cathedral City      |   | \$34,000   | \$60,000                                     | \$57,000                                     | \$16,800  |
|  | Site 233 Aladdin<br>CA16-P027-041 Indio                    |   | 49,000   | NO WORK                                      | NO WORK                                      | \$74,000  |
|  | Site 234 Polk & Church<br>CA16-P027-009/017/031 Thermal    |   | NO WORK  | \$364,000                                    | \$120,000                                    | \$68,000  |
|  | Site 235 Seventh St.<br>CA16-P027-027 Mecca                |   | NO WORK  | NO WORK                                      | NO WORK                                      | \$97,000  |
|  | <b>AMP 230 SUBTOTAL</b>                                    |   | \$185,000  | \$424,000                                    | \$519,000                                    | \$255,800   |
|  | <b>TOTAL WORK FOR AMPS</b>                                 |   | \$1,606,600  | \$1,355,100                                  | \$1,328,800                                  | \$1,430,800   |
| G  | Operations   |   | \$155,000  | \$155,000                                    | \$155,000                                    | \$155,000   |
|  | Management Improvements                                    |   | \$50,000   | \$50,000                                     | \$50,000                                     | \$50,000  |
|  | Administration   |   | \$75,000   | \$75,000                                     | \$75,000                                     | \$75,000  |
|  | Consultant Fees  |   | \$0  | \$25,000                                     | \$0  | \$0   |
|  | Total CFP Funds (Est.)                                     | \$566,759.00                                | \$1,815,600  | \$1,660,100                                  | \$1,608,800                                  | \$1,710,800   |
|  | Total Replacement Housing Factor Funds                     | 0   | 0  | 0  | 0  | 0   |

| Part II: Supporting Pages—Work Activities |  |                |  |                                  |
|---|--|----------------|--|----------------------------------|
| Activities for Year 1                     | Activities for Year 2<br>FFY Grant: 2014 PHA FY:   |                | Activities for Year 3<br>FFY Grant: 2015 PHA FY:                             |                                  |
|   | Quantity   | Estimated Cost | Quantity   | Estimated Cost                   |
| See Annual Statement                      | AMP 210: CA16-P027-006/012<br>Site 211, 34 <sup>th</sup> Street<br>RIVERSIDE   |                | AMP 210: CA16-P027-006/012<br>Site 211, 34 <sup>th</sup> Street<br>RIVERSIDE |                                  |
|   | Kitchen remodel-cabinets, counters, floors, & appliances   | \$203,000      | Water heater replacement   | 29 units @ \$2500 ea. \$72,500   |
|   | Walkway ADA Compliance (REAC Deficiency) – Convert/Improve needed thresholds/step downs/walkways to handicapped accessible | \$70,000       | Carpet & Ceramic Floors  | 29 units @ \$5000 ea \$145,000   |
|   | AMP 210: CA16-P027-007<br>Site 212 Jackson<br>RIVERSIDE  |                | AMP 210: CA16-P027-007<br>Site 212 Jackson<br>RIVERSIDE                      |                                  |
|   | Carpet   | \$81,600       | Install Main Water Valve to Ball Valve                                       | 68 units @ \$500 each \$7,000    |
|   | A/C replacement  | \$476,000      | Attic Insulation   | 68 units @ \$1,000 each \$68,000 |
|   | AMP 210: CA16-P027-016/020<br>Site 213 Gloria St.<br>MORENO VALLEY   |                | AMP 210: CA16-P027-016/020<br>Site 213 Gloria St.<br>MORENO VALLEY           |                                  |
|   | Convert part of existing maintenance garage to Manager's unit  | \$150,000      | Kitchen remodel-cabinet, counters, floors & appliances                       | 34 units @ \$7000 ea. \$228,000  |
|   | AMP 210: CA16-P027-018-1<br>Site 213 Dracaea<br>MORENO VALLEY  |                | AMP 210: CA16-P027-018-1<br>Site 213 Dracaea<br>MORENO VALLEY                |                                  |
|   | Attic Insulation   | \$28,000       | Stucco, color-coat and paint trim  | 5 bldgs, 28 units \$60,000       |
|   | AMP 210: CA16-P027-019-1<br>Site 214 Fort Drive<br>RIVERSIDE   |                | AMP 210: CA16-P027-019-1<br>Site 214 Fort Drive<br>RIVERSIDE                 |                                  |
|   | Kitchen remodel-cabinets, counters, floors and appliances  | \$63,000       | NO WORK  | \$0                              |

**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

|  |   |          |                     |                       |           |
|--|---|----------|---------------------|-----------------------|-----------|
| AMP 210: CA16-P027-019-2<br>Site 214 - Sherman<br>MORENO VALLEY<br>NO WORK   | AMP 210: CA16-P027-019-2<br>Site 214 - Sherman<br>MORENO VALLEY<br>CARPET   | \$0      |                     | 4 units @ \$1200 ea   | \$4,800   |
| AMP 210: CA16-P027-022<br>Site 214 Highland<br>RIVERSIDE<br>NO WORK  | AMP 210: CA16-P027-022<br>Site 214 Highland<br>RIVERSIDE<br>Kitchen replacement-cabinets,<br>counters, floors, & appliances   | \$0      |                     | 4 units @ \$ 7000 ea. | \$28,000  |
| AMP 220: CA16-P027-011/014<br>Site 221 Broadway<br>LAKE ELSINORE<br>Water main valve and pressure<br>regulator replacement | AMP 220: CA16-P027-011/014<br>Site 221 Broadway<br>LAKE ELSINORE<br>Air Conditioning replacement-<br>dual-pack  | \$14,000 | 28 units            | 28 units @ \$7000 ea. | \$196,000 |
| AMP 220: CA16-P027-013<br>Site 221 Fairview<br>LAKE ELSINORE   | AMP 220: CA16-P027-013<br>Site 221 Fairview<br>LAKE ELSINORE<br>NO WORK   |          |                     |                       | \$0       |
| AMP 220: CA16-P027-021<br>Site 222 Midway<br>PERRIS<br>Kitchen remove and replace  | AMP 220: CA16-P027-021<br>Site 222 Midway<br>PERRIS<br>Walkway ADA compliance<br>(REAC deficiency) - Convert /<br>Improve any needed thresholds /<br>step-downs / walkways to<br>handicapped accessible | 280,000  | 40 units @ \$7K ea. |                       | \$97,000  |

**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

|  |                       |           |              |  |                       |           |
|--|-----------------------|-----------|--------------|--|-----------------------|-----------|
| AMP 220: CA16-P027-015<br>Site 223 Idyllwild<br>SAN JACINTO  | NO WORK               |           | \$0          | AMP 220: CA16-P027-015<br>Site 223 Idyllwild<br>SAN JACINTO<br>Carpet  | 14 units @ 1200       | \$16,800  |
|  |                       |           |              | Kitchen Remodel – cabinets, counters, floors and appliances  | 14 units @ \$8000 ea. | \$112,000 |
|  |                       |           |              | Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible |                       | \$34,000  |
| AMP 220: CA16-P027-001<br>Site 224, 5 <sup>th</sup> & Maple<br>BEAUMONT  | NO WORK               |           | \$0          | AMP 220: CA16-P027-001<br>Site 224, 5 <sup>th</sup> & Maple<br>BEAUMONT<br>NO WORK   |                       | \$0       |
| AMP 220: CA16-P027-008<br>Site 225 – Williams<br>BANNING   |                       |           |              | AMP 220: CA16-P027-008<br>Site 225 – Williams<br>BANNING<br>Water heater replacement   | 14 units @ \$2500 ea. | \$49,000  |
| Kitchen remodel-cabinets, counters, floors, and appliances   | 14 units @ \$9000 ea. | \$126,000 |              |  |                       |           |
| AMP 230: CA16-P027-018-2<br>Site 231 Don English<br>DESERT HOT SPRINGS   |                       |           | \$102,000.00 | AMP 230: CA16-P027-018-2<br>Site 231 Don English<br>DESERT HOT SPRINGS<br>NO WORK  |                       | \$0       |
| Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible |                       |           |              |  |                       |           |
| AMP 230: CA16-P027-010<br>Site 232 - Corrigger<br>CATHEDRAL CITY   |                       |           |              | AMP 230: CA16-P027-010<br>Site 232 - Corrigger<br>CATHEDRAL CITY<br>Roof replacement   | 5 bldgs               | \$60,000  |
| Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible |                       |           | \$34,000.00  |  |                       |           |



**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
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OMB No. 2577-0226  
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| <b>Part II: Supporting Pages—Work Activities</b>   |                               | Activities for Year :4<br>FFY Grant: 2016<br>PHA FY: |   | Activities for Year: 5<br>FFY Grant: 2017<br>PHA FY: |                                     |
|--|-------------------------------|--|---|--|-------------------------------------|
| See<br>Annual<br>Statement   | Quantity                      | Estimated Cost                                       | Quantity  | Estimated Cost                                       | Quantity                            |
| AMP 210: CA16-P027-006/012 Site 211, 34 <sup>th</sup> Street RIVERSIDE   |                               |  |   |  |                                     |
| Entrance Doors   | 29 units @ \$1000             | \$29,000   | Ornamental Fencing  |  | 1 unit<br>\$75,000                  |
| Remove & Replace door jambs to fiberglass/timely frames  |                               |  |   |  |                                     |
| <b>Attic Insulation</b>  | 5 buildings, 28 units         | \$30,000   | Remove and replace irrigation   |  | \$45,000                            |
| Remove and Replace Parking Pole Lights— solar  | 10 Light Poles @ \$1,000 each | \$10,000   |   |  |                                     |
| AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE  |                               |  |   |  |                                     |
| Retrofit Windows   | 68 units @ \$2500 each        | \$170,000  | AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE Kitchen and Bath remodel  |  | 68 units @ \$7000 each<br>\$476,000 |
|  |                               |  | Ceramic Floor   |  | 68 units @ \$3500 each<br>\$238,000 |
| AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY   |                               |  |   |  |                                     |
| Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible |                               | \$82,000   | AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY *Hot water heater & closet enclosures, older section |  | 11 buildings –20 units<br>\$70,000  |
| AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY  |                               |  |   |  |                                     |
| Carpet   | 28 units @ \$1000 ea          | \$28,000   | AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY Ornamental fencing/metal dumpster doors                   |  | \$85,000                            |
| Kitchen remodel- cabinets, counters, floors, & appliances  | 28 units @ \$7000 ea.         | \$196,000  |   |  |                                     |
| Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible |                               | \$68,000   |   |  |                                     |

**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

|  |  |                   |                     |  |   |                      |          |
|--|--|-------------------|---------------------|--|---|----------------------|----------|
| AMP 210: CA16-P027-019-1<br>214 Fort Drive<br>RIVERSIDE          | Remove front wood siding and stucco and remove and replace windows<br>Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible | 9 units, 4 bldgs. | \$30,000            | AMP 210: CA16-P027-019-1<br>Site 214 Fort Drive<br>RIVERSIDE     | Cooler remove and replace to a/c (2 units excl) | 7 units @ \$7000 ea  | \$49,000 |
| AMP 210: CA16-P027-019-2<br>214 - Sherman<br>MORENO VALLEY       | Remove and replace garage doors<br>Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible                                    | 4 units x \$1,500 | \$6,000<br>\$10,000 | AMP 210: CA16-P027-019-2<br>Site 214 - Sherman<br>MORENO VALLEY  | NO WORK   |                      | \$0      |
| AMP 210: CA16-P027-022<br>Site 214 Highland<br>RIVERSIDE         | Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible   |                   | \$10,000            | AMP 210: CA16-P027-022<br>Site 214 Highland<br>RIVERSIDE         | NO WORK   |                      | \$0      |
| AMP 220: CA16-P027-011/014<br>Site 221 Broadway<br>LAKE ELSINORE | Kitchen remodel  | 28 @ \$7000       | \$196,000           | AMP 220: CA16-P027-011/014<br>Site 221 Broadway<br>LAKE ELSINORE | NO WORK   |                      | \$0      |
| AMP 220: CA16-P027-013<br>Site 221 Fairview<br>LAKE ELSINORE     | NO WORK  |                   | \$0                 | AMP 220: CA16-P027-013<br>Site 221 Fairview<br>LAKE ELSINORE     | NO WORK   |                      | \$0      |
| AMP 220: CA16-P027-021<br>Site 222 Midway<br>PERRIS              | Color coat stucco damaged areas  | 10 bldgs          | \$35,000            | AMP 220: CA16-P027-021<br>Site 222 Midway<br>PERRIS              | CARPET  | 40 units @ \$1200 ea | \$48,000 |





**Capital Fund Program – Five Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

|  |   |   |                  |   |  |                    |
|--|---|---|------------------|---|--|--------------------|
|  | <p><b>AMP 230: CA16-P027-009/017/031</b><br/>                 Site 234 Polk &amp; Church<br/>                 THERMAL</p> | <p>28 units, 20k x 6<br/>                 bldgs</p> | <p>\$120,000</p> | <p><b>AMP 230: CA16-P027-009/017/031</b><br/>                 Site 234 Polk &amp; Church<br/>                 THERMAL<br/>                 Walkway ADA compliance<br/>                 (REAC deficiency) - Convert /<br/>                 Improve any needed thresholds /<br/>                 step-downs / walkways to<br/>                 handicapped accessible</p> |  | <p>\$68,000.00</p> |
|  | <p><b>AMP 230: CA16-P027-027</b><br/>                 Site 235 Seventh St.<br/>                 MECCA</p>                 |   | <p>\$0</p>       | <p><b>AMP 230: CA16-P027-027</b><br/>                 Site 235 Seventh St.<br/>                 MECCA<br/>                 Walkway ADA compliance<br/>                 (REAC deficiency) - Convert /<br/>                 Improve any needed thresholds /<br/>                 step-downs / walkways to<br/>                 handicapped accessible</p>                 |  | <p>\$97,000.00</p> |
|  | <p><b>NO WORK</b></p>   |   |                  |   |  |                    |



**ADMINISTRATIVE PLAN  
FOR THE HOUSING CHOICE  
VOUCHER PROGRAM**

**Housing Authority of the  
County of Riverside**

**Effective July 1, 2013**

**Housing Authority of the County of Riverside Administrative Plan**

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**CHAPTER 1** ..... 1

**STATEMENT OF POLICIES AND OBJECTIVES** ..... 1

**A. PURPOSE OF THE PLAN** ..... 1

**B. SERVICE POLICY/ACCOMMODATIONS** ..... 1

**C. TRANSLATION OF DOCUMENTS**..... ERROR! BOOKMARK NOT DEFINED.

**D. FAMILY OUTREACH**..... 1

**E. PRIVACY RIGHTS AND PROVIDING INFORMATION TO OWNERS** ..... 2

**F. EQUAL OPPORTUNITY** ..... 2

**G. SPECIAL HOUSING TYPES** ..... 2

**H. RULES AND REGULATIONS**..... 2

**I. JURISDICTION** ..... 2

**J. MONITORING PROGRAM PERFORMANCE**..... 3

**K. PROGRAM INTEGRITY** ..... 3

**L. REQUESTS FOR INFORMATION FROM FILES**..... 3

**M. USE OF ADMINISTRATIVE FEE RESERVE**..... 3

**N. CODE OF CONDUCT** ..... 3

**CHAPTER 2** ..... 4

**ELIGIBILITY FOR ADMISSION**..... 4

**A. QUALIFICATION AS A FAMILY** ..... 4

**B. INCOME LIMITS** 24 CFR 982.201 (B) (1)..... 6

**C. DISCLOSURE OF SOCIAL SECURITY NUMBERS** ..... 7

**D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS** (24 CFR Part 5) ..... 7

**E. SUITABILITY OF FAMILY** ..... 7

**F. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT** ..... 7

**G. INELIGIBLE FAMILIES** ..... 8

**CHAPTER 3** ..... 9

**APPLYING FOR ADMISSION** ..... 9

**A. WAITING LIST REGISTRATION**..... 9

**B. HOUSING CHOICE VOUCHER PROGRAM (SECTION 8) APPLICATION** ..... 10

**CHAPTER 4** ..... 12

**SELECTION OF FAMILIES FROM WAITING LIST** ..... 12

**A. WAITING LIST PREFERENCES**..... 12

**B. EXCEPTIONS FOR SPECIAL ADMISSIONS** 24 CFR 982.203 ..... 14

**C. TARGETED FUNDING** ..... 14

**D. ORDER OF SELECTION** ..... 14

**E. PREFERENCE DENIAL** ..... 14

**F. REMOVAL FROM WAITING LIST AND PURGING**..... 15

**CHAPTER 5** ..... 16

**SUBSIDY STANDARDS**..... 16

**A. DETERMINING VOUCHER SIZE** ..... 16

**B. CHANGES IN VOUCHER SIZE**..... 17

**C. UNIT SIZE SELECTED** ..... 18

**CHAPTER 6** ..... 19

**ELIGIBILITY FACTORS** ..... 19

**A. HOUSEHOLD COMPOSITION** ..... 19

**Housing Authority of the County of Riverside Administrative Plan**

---

B. INCOME, ALLOWANCES AND MINIMUM FAMILY CONTRIBUTION..... 22

CHAPTER 7..... 31

VERIFICATION PROCEDURES ..... 31

A. RELEASE OF INFORMATION ..... 31

B. METHODS OF VERIFICATION ..... 31

C. COMPUTER MATCHING..... 33

D. ITEMS TO BE VERIFIED..... 33

E. VERIFYING NON-FINANCIAL FACTORS..... 33

CHAPTER 8..... 36

VOUCHER ISSUANCE AND BRIEFINGS..... 36

A. ISSUANCE OF VOUCHERS ..... 36

B. BRIEFING TYPES AND REQUIRED ATTENDANCE (24 CFR 982.301)..... 36

C. ENCOURAGING PARTICIPATION IN LOW POVERTY AREAS..... 37

D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION ..... 37

E. ASSISTANCE TO FAMILIES WITH DISABILITIES..... 37

F. SECURITY DEPOSIT REQUIREMENTS ..... 38

G. TERM OF VOUCHER (24 CFR 982.303)..... 38

H. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS..... 38

I. REMAINING MEMBER OF TENANT FAMILY-RETENTION OF VOUCHER..... 39

CHAPTER 9 ..... 40

REQUEST FOR TENANCY APPROVAL (RTA) AND CONTRACT EXECUTION ..... 40

A. REQUEST FOR TENANCY APPROVAL (RTA) (24 CFR 982.302)..... 40

D. INFORMATION TO OWNERS ..... 42

E. OWNER DISAPPROVAL..... 42

F. CONTRACT EXECUTION PROCESS..... 42

G. CHANGE IN OWNERSHIP..... 42

CHAPTER 10..... 43

HOUSING QUALITY STANDARDS AND INSPECTIONS ..... 43

A. TYPES OF INSPECTIONS..... 43

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS ..... 43

C. INSPECTIONS (24 CFR 982.405 (A))..... 44

D. EMERGENCY REPAIR ITEMS (24 CFR 982.404 (A) (3) (B) (2))..... 45

E. INITIAL HQS INSPECTION ..... 45

F. SPECIAL/COMPLAINT INSPECTIONS..... 45

G. QUALITY CONTROL INSPECTIONS (24 CFR 982.405 (B)) ..... 45

CHAPTER 11..... 46

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS..... 46

A. OWNER PAYMENT IN THE VOUCHER PROGRAM..... 46

B. LATE PAYMENTS TO OWNERS..... 46

C. MAKING PAYMENTS TO OWNERS ..... 46

D. EXCEPTION PAYMENT STANDARD ..... 47

E. RENT REASONABLENESS DETERMINATIONS (24 CFR 982.507)..... 47

F. PAYMENT STANDARDS AND ADJUSTMENTS (24 CFR 982.503)..... 47

G. RENT INCREASES ..... 48

CHAPTER 12..... 49

# Housing Authority of the County of Riverside Administrative Plan

|   |    |
|---|----|
| REEXAMINATIONS .....  | 49 |
| A. ANNUAL RECERTIFICATION/REEXAMINATION.....                            | 49 |
| B. REPORTING INTERIM CHANGES .....                                      | 50 |
| C. TIMELY REPORTING OF CHANGES IN INCOME AND ASSETS .....               | 52 |
| D. NOTIFICATION OF RESULTS OF REEXAMINATIONS .....                      | 52 |
| CHAPTER 13 .....  | 53 |
| MOVES WITH CONTINUED ASSISTANCE/PORTABILITY.....                        | 53 |
| A. ALLOWABLE MOVES .....  | 53 |
| B. RESTRICTIONS ON MOVES .....  | 54 |
| C. PORTABILITY.....   | 54 |
| D. OUTGOING PORTABILITY.....  | 54 |
| E. INCOMING PORTABILITY.....  | 54 |
| CHAPTER 14 .....  | 56 |
| CONTRACT TERMINATIONS .....   | 56 |
| A. CONTRACT TERMINATION.....  | 56 |
| B. TERMINATION OF LEASE BY OWNER.....                                   | 56 |
| C. TERMINATION OF THE CONTRACT BY HA.....                               | 57 |
| D. TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS .....              | 58 |
| CHAPTER 15 .....  | 58 |
| DENIAL OR TERMINATION OF ASSISTANCE .....                               | 59 |
| A. GROUNDS FOR DENIAL OF ASSISTANCE .....                               | 59 |
| B. GROUNDS FOR TERMINATION OF ASSISTANCE .....                          | 61 |
| D. FAMILY OBLIGATIONS .....   | 63 |
| E. PROCEDURES FOR NON-CITIZENS .....                                    | 65 |
| F. ZERO HOUSING ASSISTANCE PAYMENT FOR TENANTS .....                    | 66 |
| G. MISSED APPOINTMENTS AND DEADLINES.....                               | 66 |
| CHAPTER 16 .....  | 67 |
| OWNER DISAPPROVAL AND RESTRICTIONS.....                                 | 67 |
| A. DISAPPROVAL OF OWNER .....   | 67 |
| B. OWNER RESTRICTIONS AND PENALTIES.....                                | 68 |
| C. OTHER REMEDIES FOR OWNER VIOLATIONS.....                             | 68 |
| CHAPTER 17 .....  | 69 |
| OWNER OR FAMILY DEBTS TO THE HA.....                                    | 69 |
| A. REPAYMENT AGREEMENT FOR FAMILIES.....                                | 69 |
| B. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION .....                | 70 |
| C. OWNER DEBTS TO THE HA.....   | 70 |
| CHAPTER 18 .....  | 71 |
| COMPLAINTS AND APPEALS.....   | 71 |
| A. COMPLAINTS TO THE HA .....   | 71 |
| B. NOT MEETING PREFERENCES .....  | 71 |
| C. INFORMAL REVIEW .....  | 71 |
| D. INFORMAL HEARING.....  | 72 |
| E. INFORMAL REVIEW/HEARING PROCEDURES.....                              | 72 |
| F. HEARING AND APPEAL PROVISIONS FOR RESTRICTIONS ON ASSISTANCE TO..... | 74 |

**Housing Authority of the County of Riverside Administrative Plan**

---

**NON-CITIZENS ..... 75**

**CHAPTER 19 ..... 76**

**FAMILY SELF-SUFFICIENCY (FSS) PROGRAM..... 76**

**SUPPORTIVE SERVICES ..... 77**

**CHAPTER 20 ..... 79**

**PROJECT BASED VOUCHERS ..... 79**

**A. INTRODUCTION..... 79**

**B. GENERAL REQUIREMENTS ..... 79**

**C. OWNER PROPOSALS ..... 80**

**D. DWELLING UNITS ..... 81**

**E. INSPECTING UNITS..... 81**

**F. REHABILITATED AND NEWLY CONSTRUCTED UNITS ..... 81**

**G. HOUSING ASSISTANCE PAYMENTS CONTRACTS ..... 82**

**H. DETERMINING CONTRACT RENT AND RENT TO OWNER..... 83**

**I. SELECTION OF PBV PROGRAM PARTICIPANTS ..... 83**

**APPENDIX A: GLOSSARY ..... 85**

**APPENDIX B: CODE OF CONDUCT ..... 98**

**APPENDIX C: ZERO TOLERANCE POLICY ..... 100**

**APPENDIX D: REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING ..... 105**

**APPENDIX E: PROGRAM INTEGRITY MONITORING (PIM) ..... 108**

**DRAFT**

## Chapter 1

### STATEMENT OF POLICIES AND OBJECTIVES

#### **INTRODUCTION**

The Section 8 Housing Choice Voucher (Section 8) Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements are described in, and implemented through this Administrative Plan.

Administration of the Section 8 Housing Choice Voucher Program and the functions and responsibilities of the Housing Authority of the County of Riverside (HA) staff shall be in compliance with the United States Department of Housing and Urban Development's (HUD) Section 8 Housing Choice Voucher Program Regulations as well as federal, state and local fair housing laws and regulations.

The HA is committed to the goals and policies contained in the Housing Element of the General Plan for the County of Riverside and the County of Riverside Consolidated Plan.

#### **A. PURPOSE OF THE PLAN**

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local objectives. The Plan covers both admission and continued participation in these programs.

The HA 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.

#### **B. SERVICE POLICY/ACCOMMODATIONS**

This policy is applicable to all situations described in this Administrative Plan when a family initiates contact with the HA, when the HA initiates contact with a family including when a family applies, and when the HA schedules or reschedules appointments of any kind.

It is the policy of this HA to be customer service oriented in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to the families within our jurisdiction.

The HA's policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodations, whenever reasonable, so that they may have equal access to the housing programs and related services. Persons requiring special accommodations due to a disability must notify the HA of their needs.

In matters where the HA has discretion, waivers to existing policy shall be determined by the Director or designee.

#### **C. TRANSLATION OF DOCUMENTS**

The Housing Authority will provide verbal translation of ~~translate~~ documents into ~~other~~ languages Spanish, as well as other languages when feasible.

#### **D. FAMILY OUTREACH**

It is the goal of the HA to assure that participating families in the program are representative of the County's targeted population groups, as identified in the Consolidated Plan of its area of operation. The HA will publicize and disseminate information to make known the availability of housing assistance and related services for low income families on an as needed basis. The HA will publicize the availability and nature of housing assistance for low income families in a newspaper of general circulation, minority media, through the agency's website at [www.harivco.org](http://www.harivco.org) and by other suitable means (such as distributing information to non-profit agencies within the county).

#### **E. PRIVACY RIGHTS AND PROVIDING INFORMATION TO OWNERS**

The HA's policy regarding release of information is in accordance with state and local laws which restricts the release of family information.

The HA's practices and procedures are designed to safeguard the privacy of applicants, program participants, and participating owners or property managers. All applicant and participant hard files and imaged files will be stored in a secure location that is only accessible by authorized staff. Owner records will be filed and/or imaged with the participant's file.

In accordance with HUD requirements, the HA will furnish prospective owners with the names and addresses of current and prior landlords of applicants and participants for tenant screening purposes.

#### **F. EQUAL OPPORTUNITY**

The HA practices equal opportunity in hiring, promotion and conditions of employment. The HA will comply with the equal opportunity housing requirements in regard to non-discrimination in housing.

#### **G. SPECIAL HOUSING TYPES**

The HA routinely provides Manufactured home space rental assistance and will provide Shared Housing, Single Room Occupancy (SRO), Congregate housing, group home and/or cooperative housing assistance as a reasonable accommodation to applicants and participants who request it in order to make the program more accessible. All units must pass Housing Quality Standards as outlined in the Code of Federal Regulations. Except where specifically regulated, all HA policies in this Administrative Plan also apply to the special housing types.

#### **H. RULES AND REGULATIONS**

This Administrative Plan is set forth to define the HA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to Section 8 Housing Choice Voucher Program not addressed in this document are governed by such federal regulations, HUD memos, notices and guidelines, or other applicable law.

#### **I. JURISDICTION**

The HA's area of operation is all of the incorporated and unincorporated cities and areas in Riverside County.



**J. MONITORING PROGRAM PERFORMANCE**

The HA will monitor program performance in compliance with the Annual Contributions Contract and other applicable laws, regulations and guidelines. It is the agency's objective to receive the highest rating from HUD using the Section 8 Management Assessment Program (SEMAP).

The HA will monitor Housing Quality Standards (HQS) in accordance with the Code of Federal Regulations 24 CFR Part 982, by conducting quality control inspections in an amount necessary to meet HUD requirements.

**K. PROGRAM INTEGRITY MONITORING (PIM)**

The Housing Authority of the County of Riverside administers Program Integrity Monitoring (PIM). The purpose of the program is to ensure that public funds are paid only on behalf of qualified and eligible participants, and to landlords and owners who comply with all contract provisions in accordance with federal regulations. (Refer to Appendix E)

PIM also staffs a toll-free fraud hotline [(800) 300-0439]. Through this hotline, the public can anonymously report any suspected participant/owner/employee fraud. The fraud hotline number is available through the internet web site, and Housing Authority newsletters.

**L. REQUESTS FOR INFORMATION FROM FILES**

The HA will make records available to individuals and organizations with legitimate purposes. In order not to cause a financial burden on the HA, charges for this information will be 25 cents per page for photocopies, and \$30 per hour for staff time in locating and gathering information. If the file is stored in archives, an additional \$35 fee will be charged to request it from storage.

**M. USE OF ADMINISTRATIVE FEE RESERVE**

The HA Board of Commissioners must authorize any withdrawal from administrative fee reserves proposed through the annual budget approval process. The Board of Commissioners must authorize any amount in excess of \$75,000 per occurrence that is used during the fiscal year in addition to the previously approved amount.

**N. CODE OF CONDUCT**

All employees are expected to abide by the Code of Conduct for the Housing Authority, which is included as Appendix B of this document.

## Chapter 2

### ELIGIBILITY FOR ADMISSION

#### **INTRODUCTION**

This chapter defines the HUD and HA criteria for admission and denial of admission to the program. The policy of the HA is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. The HA 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 HA pertaining to their eligibility.

To be eligible for participation, an applicant must meet HUD criteria, as well as any permissible additional criteria established by the HA, i.e., Amended Policy on Zero Tolerance of Criminal Activity (see Appendix C), and established local preferences (see Chapter 4).

The family's placement on the waiting list will be made in accordance with their registration date, time and self-disclosed preferences.

#### **A. QUALIFICATION AS A FAMILY**

24 CFR 5.403

The applicant must qualify as a family. A family includes but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

A single (one) person, who may be an elderly person, a displaced person, disabled person, near-elderly person, or any other single person; or

A group of persons residing together and such group includes, but is not limited to:

- A family with or without minor(s) children (a minor child who is temporarily away, 182 days or less, from the home because of placement in foster care is considered a member of the family)
- An elderly family
- A near-elderly family
- A disabled family
- A displaced family; and
- The remaining member of a tenant family

#### **Head of Household**

The head of household is the adult member of the household who is designated by the family, 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 may be recognized as the head of household.

## **Live-In Aide**

**CFR 982.316**

A family that consists of one or more elderly, near-elderly or disabled persons may request that the HA approve a live-in aide to reside in the unit and provide necessary supportive services for a family member who is a person with disabilities. The HA must approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR Part 8 to make the program accessible to and usable by the family member with a disability. A statement from a licensed professional supporting the need for a Live-In Aide will be required. This statement must be renewed every year at the annual recertification. For relocations the verification must be current within the last 60 days.

Live-in aide means a person who resides with one or more elderly persons, near-elderly or disabled persons, and who:

1. Is determined by the HA to be essential to the care and well being of an elderly person or a person with disabilities,
2. Is not obligated for the support of the person(s),
3. Would not be living in the unit except to provide the necessary supportive services.

Occasional, intermittent, multiple or rotating care givers do not meet the definition of a live-in aide since 24CFR Section 982.402(b)(7) implies live-in-aides must reside with a family permanently for the family unit size to be adjusted in accordance with the subsidy standards established by the PHA. Therefore, regardless of whether these caregivers spend the night, an additional bedroom should not be approved (PIH 2009-22).

A PHA may only approve one additional bedroom for a live-in aide. Although a live-in aide may have PHA-approved family member/s live with him/her in the assisted unit, no additional bedrooms will be provided for the family members of the live-in aide. The PHA must ensure that housing quality standards (HQS) will not be violated and that there will be no more than two people per bedroom or living/sleeping space in the unit in accordance with 24 CFR § 982.401(d)(2)(ii). If the approval of additional family members of a live-in aide would result in the violation of HQS, the additional family members of the live-in aide may not be approved.

### **PIH 2010-51 (HA)**

A live-in aide is treated differently than family members:

1. Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
2. Live-in aides will not be considered as a remaining household member of the tenant family or be entitled to any housing assistance independent of the participant and will sign a certification to that effect.

At any time, the HA may refuse to approve a particular person as a live-in aide, or may withdraw such approval, if:

1. The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
2. The person violates the Amended Policy on Zero Tolerance of Criminal Activity; or
3. The person currently owes rent or other amounts to the HA or to another HA in connection with ~~Section 8~~ Housing Choice Voucher Program or Public Housing Assistance under the 1937 Act;
4. If the live-in aide requires a live-in aide or care provider for themselves;
5. If the HOH requires a live-in aide, the HOH may not be a live-in aide/caretaker for someone else.
6. If the live-in aide would not be living in the unit except to provide the necessary supportive services (i.e. spouse/co-head or parent of a child).

**Multiple Families in the Same Household - Joint Custody of Minor(s) Children**

When two families living together apply for assistance, (such as a mother and father and a daughter with her own husband or minor(s) children), they will be treated as a single family unit.

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

When both parents are trying to claim the minor child, the HA will consider court records as the authority for custody. In the absence of court records, the parent whose address is listed in the school records will be allowed to claim the school-age minor child as a dependent and as a member of that household.

**B. INCOME LIMITS**

*24 CFR 982.201 (b) (1)*

HUD determines income limits for admission to the ~~Section 8~~ Housing Choice Voucher Program. To be eligible, the applicant must be a family in any of the following categories:

- A "very low income" family;
- A low-income family that is "continuously assisted" under the 1937 Housing Act;
- A low-income family that meets additional eligibility criteria specified in the PHA administrative plan. Such additional PHA criteria must be consistent with the PHA plan and with the consolidated plans for local governments in the PHA jurisdiction;
- A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project. (Section 8(o)(4)(D) of the 1937 Act (42 U.S.C. 1437f(o)(4)(D));
- A low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in § 248.101 of this title;
- A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident homeownership program under § 248.173 of this title.

**C. DISCLOSURE OF SOCIAL SECURITY NUMBERS- PIH 2010-3 and 24 CFR 5.216**

All applicants and participants are required to disclose a social security number. PHAs will not need to re-verify previously disclosed valid SSNs. PHAs may rely on documentation of the SSN provided by another government agency (federal or state). Addition of new household members at least 6 years of age or under the age of 6 and who **has an assigned SSN**, the participant tenant must disclose the SSN and provide documentation of the SSN to the PHA at the time of request to add new household member or during interim re-exam. The new household member **cannot** be added to the family composition until the family has complied with SSN disclosure and verification requirements. Addition of new household members under the age of 6 **without an assigned SSN**, are included as household members and entitled to benefits and the Head of Household is given 90 days to provide documentation of the SSN. Extensions may be given due to unforeseen circumstances. Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

**D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS** (24 CFR Part 5)

**Mixed Families**

An applicant family is eligible for assistance so long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called mixed households. Such applicant families will be given notice that their assistance will be prorated and that they may request a hearing if they contest this determination.

**No eligible members**

Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

**Non-citizen students**

Non-citizen students as defined by HUD in the non-citizen regulations are not eligible for assistance.

**Appeals**

For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

**E. SUITABILITY OF FAMILY**

It is the responsibility of the owner to screen the applicants as to their suitability for tenancy.

**F. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT**

Changes that occur after the issuance of a Voucher, but before the execution of a lease and contract must be processed so that under no circumstance will a family be admitted if they are over the HUD published 50% Area Median Income Limit. For example, if a household goes over the income limit prior to lease up, the applicant is no longer eligible for the program [24 CFR 982.201(b)(4)]. They will be notified in writing of their ineligible status and their right to an informal review.

In order to be compliant with regulatory requirements, the Housing Authority will release families to result in a lease up of 75% of the families being at or below 30% of the median income (extremely low income). If a family has a change in income that results in the family exceeding the 30% income limits for the family size at the time of verification and up until voucher issuance and/or prior to lease up, the family's income will be updated and they will be returned to the waiting list and notified in writing. The family will be eligible for a future release between 30% and 50% of the income limits (very low income).

Non-income changes that are reported after voucher issuance will not affect the preference eligibility of the household once the preference criterion has been verified.

**G. 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.

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## Chapter 3

### APPLYING FOR ADMISSION

#### **INTRODUCTION**

The waiting list will remain open at all times for registrations meeting an extraordinary local preference [CFR 982.206 (c)], registrations for families meeting the definition of a veteran according to California Military and Veterans Code, Section 980, [HSC 34322.2 (b)] including a widow/er of a veteran according to California Military and Veterans Code, Section 980, [HSC 34322.2 (b)] and for HUD-funded specified families (i.e. Family Unification Program (FUP), Project Based Vouchers, Moderate Rehabilitation (Mod Rehab), Veterans Affairs Supportive Housing (VASH), discretionary vouchers targeting special needs populations, and Mainstream Vouchers [24 CFR 982.204 (e)].

The HA ~~Section 8~~ Housing Choice Voucher Program waiting list closed to the general public on July 1, 2010, as the existing pool of applicants exceeded foreseeable resources. The waiting list will remain closed to all but qualified families outlined in the above paragraph until such time as it is determined additional applicants are required to ensure full program utilization. Should the waiting list reopen to the general public, the HA will follow procedures in accordance with 24 CFR 982.206 and Public Notice will be given and outreach conducted to allow all those wishing to apply equal opportunity. This chapter describes the policies and procedures for completing the waiting list registration, placement on the waiting list, and completion of the Housing Choice Voucher Program (~~Section 8~~) Application, including verifications and other required documents. Registrants will be placed on the waiting list in accordance with this Plan.

#### **EXTRAORDINARY LOCAL PREFERENCE**

Up to a total of 15% of annual admissions will be targeted for an extraordinary local preference for the following registrants: Referrals by the Court Program (A program run by Riverside County Family and Dependency Drug Courts); Foster Care Youth (A program of the Council for Youth Development); registrants whose head of household or co-head are 75 years of age and older; registrants displaced by government action or emergency as certified by a city, county or state agency official (executive level or above), etc. The approval of the Director or designee is necessary for an extraordinary local preference. These admissions must meet the County of Riverside Residency Preference except for those who are displaced by government action. **24 CFR 982.204 (a) and 24 CFR 982.207 (a) (2) and (3).**

#### **A. WAITING LIST REGISTRATION**

At such time as the ~~Section 8~~ Housing Choice Voucher Program waiting list reopens to the general public, public notice will be issued and outreach will be conducted on a continual basis by distribution of waiting list registration forms to libraries, non-profit organizations and other public agencies. Advertisement of the housing programs is done on an as needed basis in the local paper of record, minority newspapers, other media and the agency's website at [www.harivco.org](http://www.harivco.org). Outreach and advertisement notices include:

1. A brief description of the housing programs
2. Basic information on eligibility requirements
3. The HA's address and telephone number

When the ~~Section 8~~ Housing Choice Voucher Program waiting list opens to the general public is ~~open~~, any family asking to be placed on the waiting list for ~~Section 8~~ Housing Choice Voucher rental assistance must complete a registration form. Registrations will be taken by phone, on the Internet, by mail, by fax or by personal delivery to the HA offices. Please note that in order to be placed on the waiting list, a valid address must be provided since the HA's primary form of communication is by mail. This is to avoid an applicant being withdrawn or removed from the waiting list for failure to respond to correspondence or returned mail. If an applicant has no valid address (homeless, etc), it is suggested that they obtain a Post Office (PO) Box or provide a valid General Delivery Address. Upon request, reasonable accommodations will be made for persons with disabilities.

When the waiting list registration form is received by the HA, ~~first time~~ applicants will receive a letter that confirms placement on the waiting list. The person whose name is listed on the registration will be considered the Head of Household and will be the person entitled to the placement on our waiting list. The letter will include instructions to verify information and report changes as they occur.

The purpose of the registration form is to permit the HA to determine placement on the waiting list based on the information provided by the applicant. Registrants are required to inform the HA of changes in family composition, income, and address, as well as any changes in their preference status (See Chapter 4) in writing or by submitting a Waiting List Change Form. Registrants are also required to respond to requests from the HA to update information on their registration, or to determine their continued interest in assistance. Failure to provide information or to respond to mailings will result in the registrant being removed from the waiting list.

#### **B. HOUSING CHOICE VOUCHER PROGRAM (SECTION 8) APPLICATION**

When funding is available, families will be sent a Housing Choice Voucher Program (~~Section 8~~) Application according to their preference-determined sequence and by the date the registration was received by the HA. This process is followed regardless of family size.

The Housing Choice Voucher Program (~~Section 8~~) Application and related verifications determines the family's ability to claim a preference and requires a signature. The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list because the preference is based on current status. If the family does not meet the current preferences, they are returned to the Waiting List.

If the family meets the preferences, they are sent an Eligibility Questionnaire, which includes the HUD Form 9886, Release of Information, HUD Form HUD-52675, What You Should Know About EIV, What is Fraud Form, IRS Form 4506-01, HUD Form 92006 Supplemental and Optional Contact Information, and the Declaration of Citizenship. All adult members must complete and sign these documents. The Eligibility Questionnaire is used to determine final eligibility for Voucher issuance and requires full verification. Applicants will be required to sign specific verification forms requesting 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 HA.

If the HA utilizes an interview at the time of the full application, it is the applicant's responsibility to reschedule the interview if she/he misses the appointment. Appointments are



rescheduled only if missing the appointment is justifiable and the request is made no later than 10 calendar days from the original appointment date. Requests for rescheduled appointments must be submitted in writing with verification (doctor's note, etc.) as to the reason for the reschedule. If the applicant does not reschedule a missed meeting, the HA will deny the application. Upon request, reasonable accommodations will be made for persons with a disability.

If the HA determines at or after the interview that additional information or document(s) are needed, the HA will request the document(s) or information in writing. The family will be given 10 calendar days to supply the information. If the information is not supplied in this time period, the HA will provide the family a notification of denial for assistance and their name will be withdrawn from the waiting list.

If an applicant is denied assistance and withdrawn from the waiting list, the applicant will be offered an opportunity to request an informal review.

After the verification process is completed, the HA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the HA, and the current eligibility criteria in effect. If the applicant is determined eligible, a briefing will be scheduled to issue a Voucher and explain the family's obligations and the program requirements.

During the initial eligibility determination process and any subsequent eligibility reexaminations, all contact such as correspondence, telephone calls, interviews, or inspections will be documented by the Housing Specialist.

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## Chapter 4

### SELECTION OF FAMILIES FROM WAITING LIST

#### INTRODUCTION

It is the HA's objective to ensure that the families are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any family, or made to any family prematurely. This chapter defines the eligibility criteria for the HA, and it explains the waiting list order which the HA has adopted to meet local housing needs.

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

#### A. WAITING LIST PREFERENCES

The HA has implemented the following preferences for drawing names from the waiting list. In accordance with California State Law [HSC 34322.2 (b)], at each level of preference, families meeting the definition of a veteran according to California Military and Veterans Code, Section 980, will have priority. In accordance with Federal Regulations [24 CFR 982.201 (b) (2)], at each level below, from the families that meet the preferences, the Housing Authority will release families to result in a lease up of: 75% of the families will be at or below 30% of the median income (extremely low income), and 25% of the families will be between 30% and 50% of the median income (very low income). If the first level releases do not satisfy the regulations regarding extremely low income families, releases will be done at the second level of preferences until the 75% extremely low income requirement is met.

In order to be compliant with regulatory requirements, the Housing Authority will release families to result in a lease up of 75% of the families being at or below 30% of the median income (extremely low income). If a family has a change in income that results in the family exceeding the 30% income limits for the family size at the time of verification and up until voucher issuance and/or prior to lease up, the family's income will be updated and they will be returned to the waiting list and notified in writing. The family will be eligible for a future release between 30% and 50% of the income limits (very low income).

The waiting list will remain open at all times for registrations meeting an extraordinary local preference [CFR 982.206 (c)], registrations for families meeting the definition of a veteran according to California Military and Veterans Code, Section 980, [HSC 34322.2 (b)] including a widow/er of a veteran according to California Military and Veterans Code, Section 980, [HSC 34322.2 (b)] and for HUD-funded specified families (i.e. Family Unification Program (FUP), Project Based Vouchers, Moderate Rehabilitation (Mod Rehab), Veterans Affairs Supportive Housing (VASH), discretionary vouchers targeting special needs populations, and Mainstream Vouchers [24 CFR 982.204 (e)].

#### EXTRAORDINARY LOCAL PREFERENCE

Up to a total of 15% of annual admissions will be targeted for an extraordinary local preference for the following registrants: Referrals by the Court Program (A program run by Riverside County Family and Dependency Drug Courts); Foster Care Youth (A program of the Council for Youth Development); registrants whose head of household or co-head are 75 years of age and

older; registrants displaced by government action or emergency as certified by a city, county or state agency official (executive level or above), etc. The approval of the Director or designee is necessary for an extraordinary local preference. These admissions must meet the County of Riverside Residency Preference except for those who are displaced by government action. **24 CFR 982.204 (a) and 24 CFR 982.207 (a) (2) and (3).**

#### FIRST LEVEL

- 1) County of Riverside Residency Preference, and
- 2) Qualified veterans, ~~who meet one of the following: Working Families (see Working Families definition working at least 32 hours per week) with dependent or minor children or Elderly families or Disabled families or~~
- 3) Families whose head of household or co-head are 75 years of age and older or
- 4) Participants that have utilized a special program for a 3 5 year term such as Housing Options Program (HOP), Shelter Plus Care Program (S+C), Veterans Affairs Supportive Housing (VASH) and that no longer require supportive services and are eligible to transition to a regular Housing Choice Voucher provided they meet all other eligibility requirements. Verification from the supportive services provider stating that supportive services are no longer needed is required.

#### SECOND LEVEL

- 1) County of Riverside Residency Preference, and
- 2) Rent-burdened or homeless, and
- 3) Working Families (see Working Families definition) with dependents or minors children or Elderly families or Disabled families

#### THIRD LEVEL

- 1) County of Riverside Residency Preference, and
- 2) Rent-burdened or homeless, and
- 3) Non-Working Families with dependents or minors children

#### FOURTH LEVEL

- 1) County of Riverside Residency Preference, and
- 2) Rent-burdened or homeless, and
- 3) Working families (see Working Families definition) without minors children

#### FIFTH LEVEL

- 1) County of Riverside Residency Preference, and
- 2) Rent-burdened or homeless, and
- 3) Non-working families without children.

The Housing Authority will exhaust all families at each preference level before releasing from the next lower level except as noted above. Date of registration for registrants with equal preferences will determine order of release.

#### Change in Circumstances

Changes in a registrant's circumstances while on the waiting list may affect the family's entitlement to a preference. Registrants are required to notify the HA when circumstances change.

When a registrant claims an additional preference, she/he will maintain the original date of registration and will be updated on the waiting list in the appropriate order determined by the newly claimed preference. The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list because the preference is based on current status. Preference eligibility is verified at the time of completion of the Housing Choice Voucher Program (~~Section 8~~) Application up until voucher issuance.

**B. EXCEPTIONS FOR SPECIAL ADMISSIONS**

**24 CFR 982.203**

If HUD awards program funding that is targeted for a specific group, the HA will admit these families under a special admission procedure. The families will be selected in accordance with the Notice of Funding Availability and the HA's application for funding.

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 HA maintains separate records of these admissions.

**C. TARGETED FUNDING**

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 family meeting the targeted funding criteria based on date of registration.

Examples of targeted programs are:

- Disabilities/Mainstream
- Family Unification/Court Referrals
- Moderate Rehabilitation

**D. ORDER OF SELECTION**

Families are selected from the waiting list and sent a Housing Choice Voucher Program (~~Section 8~~) Application based on the preferences listed above. The waiting list will be organized by date among registrants with equal preference status regardless of family size. Preference information will be verified when families complete a Housing Choice Voucher Program (~~Section 8~~) Application and the qualification for preference must exist at the time the preference is verified up until voucher issuance regardless of the length of time an applicant has been on the waiting list because the preference is based on current status.

**E. IF PREFERENCES ARE NOT MET**

If the applicant does not qualify for a preference, the HA will return the family to the waiting list. The HA will notify the applicant in writing of the reasons why the preference was denied and inform the applicant that they have been returned to the waiting list with their original registration date before they were selected. If the applicant falsifies documents or makes false statements in order to qualify for any preference they will be denied assistance and offered an opportunity to request an informal review in writing within 10 days. Applicants may exercise other rights if they believe they have been discriminated against.

**F. REMOVAL FROM WAITING LIST AND PURGING**

If a registrant fails to respond within 30 calendar days to a mailing from the HA, the registrant will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the registrant will be removed from all waiting lists without further notice, and a record will be maintained on the computer. Reasonable accommodations will be made for persons with disabilities.

The waiting list will be purged periodically by a mailing to registrants inquiring as to continued interest to be on the waiting list to ensure that the waiting list is current and accurate.

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## Chapter 5

### SUBSIDY STANDARDS

#### INTRODUCTION

HUD guidelines require that HA's establish subsidy standards for the determination of the Voucher bedroom size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the Voucher size also must be within the minimum unit size requirements of HUD's Housing Quality Standards. This chapter explains the subsidy standards which will be used to determine the Voucher size for various sized families when they are selected from the waiting list, as well as the HA's procedures when a family's size changes, or a family selects a unit size that is different from the Voucher.

#### A. DETERMINING VOUCHER SIZE

The HA does not determine who shares a bedroom/sleeping room, but there must be at least one person per subsidized bedroom. The HA's subsidy standards for determining Voucher size shall be applied in a manner consistent with Fair Housing guidelines. 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. During the HAP contract term, the unit size on the Voucher (subsidy) may only change at the first full recertification after the change in family unit size. [24 CFR 982.505 (c) (5)]

One bedroom will be assigned to the head of the household and spouse/co-head, and one bedroom will be assigned for each additional two persons. An unborn minor child (with verification of pregnancy) will be counted as a family member in determining bedroom size.

The HA will not issue a larger bedroom size unless it is through birth of a newborn, adoption or court-awarded custody of a minor child (not emancipated) or marriage. Reasonable accommodation requests will be considered for the addition of a non-nucleus adult who is a person with disabilities and cannot live independently. A larger bedroom size will not be issued if a member of the nucleus family moves out and returns as an adult, unless it is to offer a reasonable accommodation for a disabled family member. If a member returns as an adult and brings additional non-nucleus members with them, the voucher size does not increase. Adding additional non-nucleus members will not be approved if it causes the family to be under-housed.

Exceptions will be made in the documented cases of a live-in aide or as a reasonable accommodation to make the program accessible to and usable by the nucleus family member with a disability. The family unit size for any family consisting of a single person must be either a zero or a one-bedroom unit. A PHA may only approve one additional bedroom for a live-in aide. Although a live-in aide may have PHA-approved family member/s live with him/her in the assisted unit, no additional bedrooms will be provided for the family members of the live-in aide. The PHA must ensure that housing quality standards (HQS) will not be violated and that there will be no more than two people per bedroom or living/sleeping space in the unit in accordance with 24 CFR § 982.401(d)(2)(ii). If the approval of additional family members of a live-in aide would result in the violation of HQS, the additional family members of the live-in aide may not be approved. **PIH 2010-51 (HA)**

Any foster members, who are minors, who are in the home at the time of initial voucher issuance, at the time of relocation or at an annual re-examination, and are determined to be long-term placement, will be considered as family members in the determination of subsidy size. For the purpose of determining subsidy size, long-term placement is defined as 12 or more months.

## **B. CHANGES IN VOUCHER SIZE**

### **Changes for Applicants and Participants:**

The Voucher size is determined at the time of Voucher issuance by comparing the family composition to the HA subsidy standards. If an applicant or participant requires a change in the Voucher size, the following guidelines will apply:

### **Requests for Exception to Subsidy Standard**

A family with a disabled family member may request that the HA grant an exception to the subsidy standard for a unit no larger than the household's authorized subsidy size. The HA will approve the exception as a reasonable accommodation if the family demonstrates a nexus to the disability is present to make the program accessible to and usable by the family member with a disability. This will be verified through a third party licensed professional's verification. Verification of the need must be provided at least annually on a Housing Authority approved form. In addition, requests involving separate bedrooms for medical equipment will be verified at the time of a participant's annual inspection or a special inspection may be conducted after an initial lease up to ensure that program funds are being used for the purpose in which they were intended. A PHA may only approve one additional bedroom for a live-in aide. Although a live-in aide may have PHA-approved family member/s live with him/her in the assisted unit, no additional bedrooms will be provided for the family members of the live-in aide. The PHA must ensure that housing quality standards (HQS) will not be violated and that there will be no more than two people per bedroom or living/sleeping space in the unit in accordance with 24 CFR § 982.401(d)(2)(ii). If the approval of additional family members of a live-in aide would result in the violation of HQS, the additional family members of the live-in aide may not be approved.

PIH 2010-51 (HA)

**Subsidy Standards Flexibility:** The criteria and standards prescribed for the determination of an applicant's unit size to be listed on the Voucher should apply to the vast majority of families. In some cases, however, the relationship, age, sex, health, or handicap of the family members may warrant the assignment of a different unit size than that which would result from strict application of the criteria. Such flexibility is permissible to the extent the determinations are made on the basis of such factors. Any allowable determinations of this type, however, should be fully documented in the applicant's file.

For example, an elderly, handicapped, or disabled person who requires a live-in aide may be assigned a Voucher to provide a private bedroom for the attendant in addition to the bedroom for the assisted household members who are not disabled or handicapped.

**1. Smaller-Sized Units:** The family may select a smaller-sized unit provided there is at least one sleeping room or living/sleeping room of appropriate size for each two persons in the household. (For example, a 3-bedroom Voucher Holder with 5 family members could select a 2-bedroom

unit if there would be two bedrooms for four of the family and a living/sleeping room for the fifth member).

**2. Larger-Sized Units:** The unit size listed on a Voucher does not preclude the family from selecting a larger size unit provided the gross rent does not exceed the Rent Reasonableness limitation for the bedroom size listed on the Voucher (for example, a 2-bedroom Voucher Holder could select a 3-bedroom unit not to exceed the 2-bedroom Rent Reasonableness Limitation and the family's share of the rent and utilities does exceed 40% of their household's adjusted monthly income). A higher payment standard will not be approved in situations when a household has selected a larger unit size than the household's authorized subsidy size.

NOTE: At Initial Lease-Up for a unit, the Family Share of rent and utilities cannot exceed 40% of their Adjusted Monthly Income if the gross rent exceeds the applicable payment standard. The unit size designated on the Voucher must remain unchanged, regardless of the actual unit size selected.

**Under-housed (unit too small for size of family)**

If a unit does not meet HQS space standards due to an increase in family size by birth, adoption, court awarded custody or marriage, the HA will issue a new Voucher.

**Over-housed (unit too large for size of family)**

If a participant has a decrease in the family size, the family has the option to be issued a new Voucher or remain in the unit they are currently renting. If the family chooses to remain in the unit, the subsidy standard will be lowered at the next annual re-examination. If the family chooses to move, the Voucher will be issued with the correct subsidy standard. The amount the family pays for rent must be affordable and the participant tenant portion of rent and the current utility allowance cannot exceed 40% of their adjusted income at the time of lease up. The approved rent will be based on the payment standard for the number of bedrooms the family is eligible for, or the actual number of bedrooms in the unit, whichever is less. In cases where the gross rent is less than the payment standard, it will be used as the payment standard.

**C. UNIT SIZE SELECTED**

The family may select a different size unit than that listed on the Voucher using the HUD criteria for Payment Standards provided the unit is rent reasonable and affordable. The amount of assistance is based on the authorized or actual bedroom size, whichever is less.



## Chapter 6

### ELIGIBILITY FACTORS

#### INTRODUCTION

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 the regulations. This chapter defines the allowable deductions from annual income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5 and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. The HA's policies in this chapter address those areas which allow the HA discretion to define terms and to develop standards in order to ensure consistent application of the various factors that relate to the determination of TTP.

#### A. HOUSEHOLD COMPOSITION

The HA must compute all applicable income of every family member, including those who are temporarily absent. In addition, the HA must count the income of the spouse/co-head or the head of the household if that person is temporarily absent, even if that person is not on the lease. If the spouse/co-head is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay that HUD may define) is counted as income.

Income of persons permanently absent will not be counted.

It is the responsibility of the head of household to report (in writing) changes in income and family composition within 10 calendar days.

The HA will evaluate absences from the unit using this policy.

#### Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the HA will terminate the contract and/or the assistance in accordance with appropriate termination procedures contained in this Plan. Sole members may not be absent for more than three weeks, except as an approved reasonable accommodation for persons with a disability (see absence due to medical reasons).

- Families are required to notify the HA before they move out of a unit.
- Families must notify the HA if they are going to be absent from the unit for more than three weeks.
- If it is determined that the family is absent from the unit, the HA will not continue assistance payments. "Absent" means that no family member is residing in the unit. In order to determine if the family is absent from the unit, the HA may, but is not limited to:
  - Write letters to the family at the unit
  - Telephone the family at the unit
  - Interview neighbors

- Verify if utilities are in service
- Contact the landlord
- Conduct special inspections

If the absence which resulted in termination of assistance was due to a person's disability, and the HA can verify that the person was unable to notify the HA in accordance with the family's responsibilities, and if funding is available, the HA may reinstate the family if an accommodation is requested by the family.

### **Absence of Any Member**

Any member of the household will be considered permanently absent if she/he is away from the unit for 180 days in a 12 month period, ~~except as otherwise provided in this chapter.~~ 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 HA's "Absence of Entire family" policy.

### **Absence due to Medical Reasons**

Housing Assistance Payments may continue up to 180 days ~~six months~~ when the subsidized unit is vacant due to hospitalization. However, hospitalization ~~more than one month~~ requires written medical verification that there is a reasonable expectation the person will be able to return to independent living within the six-month period. The participant's share of the rent must be paid during the hospitalization period. ~~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 HA's "Absence of Entire family" policy.~~

### **Foster care and Absence of Minor(s) Children**

If the family includes a minor(s) ~~child or children~~ temporarily absent from the home due to placement in foster care, the HA will determine from the appropriate agency when the minor(s) ~~child/children~~ will be returned to the home.

Any foster children or foster adults who are in the home at the time of initial voucher issuance, at the time of relocation or, at an annual re-examination, and are determined to be long term placement, will be considered as family members in the determination of subsidy size. For the purpose of determining subsidy size, long-term placement is defined as 12 or more months.

### **Temporary Caretaker for Minor(s) 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 minor(s) ~~children~~ for an indefinite period, the HA will treat that adult as a visitor for the first 180 days.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the HA will review the status at six month intervals. If custody or legal guardianship has not been awarded by the court, but the action is in process, the HA will secure verification from social services staff or the attorney as to the status.

After 180 days the HA will approve a person to reside in the unit as caretaker for the minor(s) ~~child/children~~, and the income will be counted pending a final disposition. The HA will transfer the Voucher to the caretaker for as long as his/her services are required. The HA will work with

the appropriate service agencies and the landlord to provide a smooth transition in these cases. When court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker until the minor(s) child/children become able to care for themselves. In no case will the caretaker be eligible to become the remaining member.

### **Absent Adult**

If a member of the household is subject to a court order that restricts him/her from the home for more than six months then the person will be considered permanently absent.

The family will be required to notify the HA in writing within 10 calendar days when an adult family member moves out. The notice must contain a certification by the family as to whether the adult is temporarily or permanently absent.

If a nucleus member ~~an adult child goes into the military and~~ leaves the household, or moves out of the household ~~to attend and live elsewhere for college,~~ they will be considered permanently absent.

### **Visitors**

Any person not included on the HUD 50058(except minors as noted below) who has been in the unit more than 14 consecutive days, or a total of 30 days in a 12-month period (unless the lease is more restrictive), will be considered to be living in the unit as an unauthorized household member.

Minors ~~and college student family members~~ who live away from the home and who visit up to 182 cumulative days per year will be considered eligible visitors (subject to the lease agreement), not family members, and will not be counted in determining the subsidy standard and deductions for the family. Eligible visitors must be reported to and approved by the HA prior to visiting the home.

### **Reporting Changes in Household Composition to Owner and HA**

Reporting changes in household composition to the HA is both a HUD and a HA requirement. The family must submit a written request prior to adding household members. Any person who moves into the assisted unit without written approval from the Housing Authority will be considered an unauthorized household member. Additions to the household by birth, adoption or court-awarded custody must be reported in writing to the HA within 10 calendar days. In addition, the family must obtain prior written approval from the owner when adding ~~there are~~ members and/or a live-in aide added to the household.

If a family member leaves the household, the family must report this change to the HA, in writing, within 10 calendar days of the change and certify as to whether the member is temporarily absent or permanently absent. The HA will conduct an interim evaluation for changes in accordance with the interim policy. The HA will require verification of the family member's new address. If the head of household is unable to provide this information because the person's whereabouts are unknown, the head of household will be required to complete a Certified Statement to this effect.

**B. INCOME, ALLOWANCES & MINIMUM FAMILY CONTRIBUTION 24 CFR 5.609**

HUD regulations define incomes and allowances. The HA will include and exclude income in accordance with 24 CFR Part 5. Once the PHA has verified all income necessary to determine income eligibility and has determined that it is ready to issue the family a voucher, it must compute the family's Annual Income in accordance with HUD regulations. Income will be calculated in accordance with the procedures outlined below:

(a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) *Annual income* includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions; fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section.

Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

- (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (e)(14) of this section);
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (e)(3) of this section);

(6) *Welfare assistance payments.*

(i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments: (A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and (B) Are not otherwise excluded under paragraph (e) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the

actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

**A. Project the income** from all known sources of income expected to come into the home during the 12-month period following the date of initial certification, annual reexamination, or interim reexamination. Regular periods of seasonal work and layoffs should be included.

**B. Where it is difficult to project income** for the coming 12-month period it may be necessary to:

1. Estimate the anticipated income from all sources, based on verified information. If any estimates are used, based on specific verifications or other information, in computing income or allowable expenses on an annual basis, the PHA should clearly identify the rationale for its estimate and the specific method used;
2. Base the projection on amounts of actual income for the past 12-months if circumstances are expected to remain the same; or,
3. Annualize known income amounts for a 12-month period, even though those amounts are not expected to last for the full 12-months. In such cases, an Interim Reexamination would need to be scheduled for a future date.

**C. When the Applicant Family's Total Assets Exceed \$5,000.00**, including imputed amounts of assets disposed of for less than market value during the last 2 years, it is necessary for the PHA to make both of the following calculations:

1. Calculate the dollar amount included in the family's annual income which is specifically derived from assets (i.e., interest derived from saving accounts, dividends, interest portions or sale of property, net income from rental of property, etc.), and;
2. Calculate the dollar amount resulting from multiplying the value of the family's total assets based on the current passbook savings rate, as determined by HUD. The PHA must then use the **larger** of the dollar amounts obtained from these two separate calculations in its final computation of the family's Annual Income. The resultant amount is to be included with other income sources to derive the total family income.

**D. The Total Tenant Payment shall be the higher of the following, rounded to the nearest dollar:**

1. 30 percent of monthly Adjusted Income;

2. 10 percent of monthly Annual Income; or,
3. The minimum rent established by the PHA.

The Total Tenant Payment shall not be increased by more than 10 percent during any twelve month period as a result of redefinition or changes in government regulations. However, Total Tenant Payment may be increased by more than 10 percent during any twelve month period to the extent that the increase is solely attributable to increases in income.

E. Adjusted income is calculated by taking the family's annual income and any applicable deductions for which the family is eligible: ~~or all of the following deduction for which it is eligible:~~

1. A \$480.00 deduction for each dependent (i.e., each family member (other than head, spouse, or foster children) who is either under 18 years of age, is a full-time student of any age and disabled or handicapped).
2. The annual amount of verified medical expense that exceeds three percent of the family's annual income, for families that qualify as "elderly families" or "disabled families".
3. Amounts of reasonable child care expenses for children age twelve (12) and under incurred to the extent the amount allowed does not exceed the income received by the applicant/participant from employment for which these expenses are incurred, or to allow a family member to attend school.
4. Disability Assistance Expenses to pay for care attendants and/or auxiliary apparatus for disabled family member(s) which enable a family member (including the disabled member) to work. The amount allowable as a deduction is the amount that exceeds 3% of Annual Income and cannot exceed the amount earned. Where there are both, medical and disability assistance expenses, the deduction would equal the total of both amounts, less 3% of annual income.

## **INCOME INCLUSIONS AND EXCLUSIONS**

**Reference:** *Housing Choice Voucher Program Guidebook; Chapter 5: Eligibility and Denial of Assistance; (EXHIBIT 5-2)*

### **INCOME INCLUSIONS**

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, lotteries, disability or death benefits, and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment (but see No. 13 under Income Exclusions);

(5) Payments in lieu of earnings, such as unemployment, worker's compensation, and severance pay (but see No. 3 under Income Exclusions);

(6) Welfare Assistance.

a. Welfare assistance received by the household.

b. The amount of reduced welfare income that is disregarded specifically because the family engaged in fraud or failed to comply with an economic self-sufficiency or work activities requirement.

c. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustments by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare income to be included as income shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;

(7) Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling; and

(8) All regular pay, special pay, and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other person whose dependents are residing in the unit (but see paragraph (7) under Income Exclusions).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income).

## **INCOME EXCLUSIONS**

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone); [Note: PIH-2012-1 (HA) was issued 01/03/2012 clarified the Income Exclusion of Kinship, Kin-GAP and Other Guardianship Care Payments. The Department determined that kinship care, Kin-GAP, and similar programs funded by states serve as an alternative to foster care placements and that the compensation to participating relatives or legal guardians is comparable to the compensation to foster care parents. Payments for the care of foster children (including foster adults) are exempt from income. Thus, during annual and/or interim reexamination of family income pursuant to 24 CFR § 960.257 for public housing and 24 CFR § 982.516 for Section 8 programs, kinship, Kin-GAP and similar state guardianship care payments are to be excluded from a household's income under 24 CFR § 5.609(c)(2).]

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including

payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (but see No. 5 under Income Inclusions);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide (as defined by regulation);

(6) The full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8) (a) Amounts received under training programs funded by HUD;

(b) Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(c) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

(d) A resident service stipend. This is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. This may include, but is not limited to fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time; or

(e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.

(9) Temporary, nonrecurring, or sporadic income (including gifts). For example, amounts earned by temporary census employees whose terms of employment do not exceed 180 days (PIH Notices 2000-1; 2008-26; 2009-19; 2010-38).

(10) Reparations payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) Deferred periodic payments of supplemental security income and social security benefits that are received in a lump-sum payment or in prospective monthly payments;

(14) Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;

(15) Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; [Note: Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act(42 U.S.C. 6001(5)). DEVELOPMENTAL DISABILITY.-

(A) IN GENERAL. -The term "developmental disability" means a severe, chronic disability of an individual that-

(i) is attributable to a mental or physical impairment or combination of mental and physical



impairments; **114 STAT. 1684 PUBLIC LAW 106-402-OCT. 30, 2000**

(ii) is manifested before the individual attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity: (I) Self-care; (II) Receptive and expressive language; (III) Learning; (IV) Mobility; (V) Self-direction; (VI) Capacity for independent living; (VII) Economic self-sufficiency; and

(v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(B) INFANTS AND YOUNG CHILDREN. -An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life] and

(16) Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. A notice will be published in the *Federal Register* and distributed to PHAs identifying the benefits that qualify for this exclusion. Updates will be distributed when necessary. The following is a list of income sources that qualify for that exclusion:

a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C.

2017 (b));

b) Payments to Volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);

c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

d) Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home

Energy Assistance Program (42 U.S.C. 8624(f));

f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29

U.S.C. 1552(b)) (effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931);

g) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub.L- 94-540,

90 Stat. 2503-04);

h) The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408);

i) Amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu);

j) Payments received from programs funded under Title V of the Older Americans Act of 1985

(42 U.S.C. 3056(f));

k) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in *In Re Agent-product liability litigation*, M.D.L. No. 381 (E.D.N.Y.);

l) Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);

m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);

n) Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j));

o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);

p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));

q) Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805);

r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and

s) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931)

(17) Earned Income Disallowance for persons with disabilities [24CFR5.617]

(a) Initial Twelve Month Exclusion [24CFR5.617(C)(1)]

(b) Second Twelve Month Exclusion and Phase-In [24CFR5.617(C)(2)]

(c) Maximum Four Year Disallowance [24CFR5.617(C)(3)]

There is no minimum rent in the housing programs. The rent is based on the household income in accordance with HUD regulations.

#### Averaging Income

The HA may average income when the income cannot be anticipated using verified sources for a full 12 months.

#### Income changes from Welfare

**24 CFR 5.615 (b)**

The HA will not decrease the family's share of the rent when there is a reduction in welfare benefits that is due to fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement.

This prohibition on reduction of assistance is applicable only if the welfare reduction is neither the result of the expiration of a lifetime time limit on receiving benefits, nor a situation where the family has complied with welfare program requirements but cannot obtain employment (e.g., the family has complied, but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five year period).

### **Minimum Rent:**

### **24 CFR 5.630**

The PHA has established a Minimum Rent of \$50 monthly. Families will be required to pay minimum rent unless they request an exemption because of financial hardship. Financial hardship includes these situations:

- (i) When the family has lost eligibility for or is awaiting an eligibility determination for a federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- (ii) When the family would be evicted because it is unable to pay the minimum rent;
- (iii) When the income of the family has decreased because of changed circumstances, including loss of employment;
- (iv) When a death of a household member (member of assisted unit) has occurred in the family;
- (v) Other circumstances determined by the PHA or HUD.

### **What happens if family requests a hardship exemption?**

(A) If a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption until the responsible entity determines whether there is a qualifying financial hardship, and whether such hardship is temporary or long term.

(B) The PHA must promptly determine whether a qualifying hardship exists and whether it is temporary or long term.

(C) The PHA may not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a hardship exemption.

(D) If the PHA determines that a qualifying financial hardship is temporary, the PHA must reinstate the minimum rent from the beginning of the suspension of the minimum rent. The PHA must offer the family a reasonable repayment agreement, on terms and conditions established by the PHA for the amount of back minimum rent owed by the family.

If the PHA determines there is no qualifying financial hardship exemption, the PHA must reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the PHA.

If the PHA determines a qualifying financial hardship is long term, the PHA must exempt the family from the minimum rent requirements so long as such hardship continues. Such exemption shall apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The financial hardship exemption only applies to payment of the minimum rent (as determined pursuant to Sec. 5.628(a)(4) and Sec. 5.630), and not to the other elements used to calculate the total tenant payment (as determined pursuant to Sec. 5.628(a)(1), (a)(2) and (a)(3)).

### **Minimum Income**

There is no minimum income requirement.

### **Pro-ration of Assistance for "Mixed" Families**

Pro-ration of assistance must be offered to any "mixed" applicant or participant family, provided other eligibility criteria are met. A "mixed" family is one that includes at least one U.S. citizen

or eligible immigrant and any number of ineligible members.

**Utility Allowance and Utility Reimbursement Payments**

The Utility Allowance is not a payment issued to the family (except as noted below). It is intended to help defray the cost of utilities not included in the rent and is included in the calculation of the family's rent to the landlord. A Utility Reimbursement payment is made to the participant family in the amount by which the HAP payment exceeds the rent to owner. When there is a Utility Reimbursement, the HA pays the full amount of rent to the owner and sends the participant family, a utility reimbursement payment. The Housing Authority has the discretion to send the utility reimbursement to the utility company should this be a viable option. This occurs only rarely, usually when a participant family has no income.

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## Chapter 7

### VERIFICATION PROCEDURES

#### INTRODUCTION

HUD regulations (24 CFR 982.516(a)) require that the factors of eligibility and Total Tenant Payment (TTP) be verified by the HA. Applicants and program participants must furnish proof of their eligibility whenever required by the HA, and the information they provide must be true and complete. The HA's verification requirements are designed to maintain program integrity. This chapter explains the HA's procedures and standards for verification of preferences, income, combined assets exceeding five thousand dollars (\$5000.00), allowable deductions, family status, and changes in family members. The HA will ensure that proper authorization from the family is always obtained before making verification inquiries.

#### A. RELEASE OF INFORMATION

The family will be required to sign specific authorization forms when information is needed that is not covered by the HUD form 9886, Authorization for Release of Information.

A copy of the release of information will be provided to a family member upon request.

Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information requested by the HA or HUD.

#### B. METHODS OF VERIFICATION

PIH Notice 2010-19 (HA) & 24 CFR 5.233

The PHA will verify information through the six methods of verification acceptable to HUD in the following order:

##### Level Verification Technique Ranking

- 6) **Upfront Income Verification (UIV)-Highest** (Mandatory) using HUD's Enterprise Income Verification (EIV) system (not available for income verifications of applicants)
- 5) **Upfront Income Verification (UIV)** using non-HUD system-**Highest** (Optional)
- 4) **Written third Party Verification-High** (Mandatory to supplement EIV-reported income sources and when EIV has no data; Mandatory for non-EIV reported income sources; Mandatory when tenant disputes EIV reported employment and income information **and** is unable to provide acceptable documentation to support dispute)
- 3) **Written Third Party Verification Form-Medium-Low** (Mandatory if written third party verification documents are not available or rejected by the PHA; and when the applicant or tenant is unable to provide acceptable documentation)
- 2) **Oral Third Party Verification-Low** (Mandatory if written third party verification is not available)
- 1) **Tenant Declaration-Low** (Use as a last resort when unable to obtain any type of third party verification)

## **Third Party Verification Techniques**

**Upfront Income Verification (UIV) (Level 6/5):** The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals.

It should be noted that the EIV system is available to all PHAs as a UIV technique. PHAs are encouraged to continue using other non-HUD UIV tools, such as The Work Number (an automated verification system) and state government databases, to validate tenant-reported income.

**\*\*For each new admission (form HUD-50058 action type 1), the PHA is required to do the following: i.** Review the EIV Income Report to confirm/validate family-reported income within 120 days of the PIC submission date; and **ii.** Print and maintain a copy of the EIV Income Report in the tenant file; and **iii.** Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.

**Written Third Party Verification (Level 4):** An original or authentic document generated by a third party source dated either within the 60-day period preceding the reexamination or PHA request date. Such documentation may be in the possession of the tenant (or applicant), and is commonly referred to as tenant-provided documents. It is the Department's position that such tenant-provided documents are written third party verification since these documents originated from a third party source. The PHA may, at its discretion, reject any tenant-provided documents and follow up directly with the source to obtain necessary verification of information.

Examples of acceptable tenant-provided documentation (generated by a third party source) include, but are not limited to: pay stubs, payroll summary report, employer notice/letter of hire/termination, SSA benefit verification letter, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices. Current acceptable tenant-provided documents must be used for income and rent determinations.

For new income sources or when two pay stubs are not available, the PHA should project income based on the information from a traditional written third party verification form or the best available information.

**Written Third Party Verification Form (Level 3):** Also, known as traditional third party verification (a standardized form to collect information from a third party source). PHAs send the form directly to the third party source by mail, fax, or email.

It is the Department's position that the administrative burden and risk associated with use of the traditional third party verification form may be reduced by PHAs relying on acceptable documents that are generated by a third party, but in the possession of and provided by the tenant (or applicant). Many documents in the possession of the tenant are derived from third party sources (i.e. employers, federal, state and/or local agencies, banks, etc.).

**Oral Third Party Verification (Level 2):** Independent verification of information by contacting the individual income/expense source(s), as identified through the UIV technique or identified by the family. PHA staff should document in the tenant file, the date and time of the telephone call, the name of the person contacted and telephone number, along with the confirmed information.

This verification method is commonly used in the event that the independent source does not respond to the PHA's faxed, mailed, or e- mailed request for information in a reasonable time frame, i.e., ten (10) business days.

**Non-Third Party Verification Technique Tenant Declaration (Level 1):** The tenant submits an affidavit or notarized statement of reported income and/or expenses to the PHA. This verification method should be used as a last resort when the PHA has not been successful in obtaining information via all other verification techniques. When the PHA relies on tenant declaration, the PHA must document in the tenant file why third party verification was not available.

All original documents will be stamped (or notated) "**Viewed Original**" and imaged into the family file. Original documents will be photocopied and returned to the applicant/participant if specifically requested and at PHA discretion. When documents cannot be photocopied, staff viewing the documents will annotate the file accordingly. A faxed authentic document from the source will be considered as an original document.

#### **C. COMPUTER MATCHING**

In addition to EIV, the HA utilizes computer matching with the Department of Social Services (DPSS), and the INS SAVE system. Other computer matching agreements with federal, state, and local government agencies will be utilized if available and cost-effective.

#### **D. ITEMS TO BE VERIFIED**

All eligibility factors will be verified, such as waiting list preference, income, deductions and exclusions, combined assets exceeding five thousand dollars (\$5000.00), and household composition.

#### **E. VERIFYING NON-FINANCIAL FACTORS**

##### **Verification of Legal Identity**

In order to prevent program abuse, the HA will require applicants and members both nucleus and non-nucleus to furnish verification of legal identity for all family members.

##### **Family Relationships**

The HA will require familial relationship verification as appropriate and necessary.

##### **Verification of Permanent Absence of Adult Member**

If an adult member who was formerly a member of the household is reported permanently absent by the family, the HA will require verification of the new address.

### **Verification of Change in Family Composition**

The HA may will verify changes in family composition (either reported or unreported). Third party verification procedures will be used.

### **Verification of Disability**

Third party verification procedures will be used to document permanent disability status.

### **Verification of Citizenship/Eligible Immigrant Status**

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare his or her status. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while the HA hearing is pending.

If an applicant or participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If any family member fails to provide and sign as required, the family may be denied or terminated from assistance.

If the HA determines that a family member has knowingly permitted an individual who is not eligible for assistance to reside in the family's unit, the family's assistance will be terminated, unless the ineligible individual has already been considered in prorating the family's assistance.

### **Verification of Social Security Numbers**

All applicants and participants are required to disclose a social security number. PHAs will not need to re-verify previously disclosed valid SSNs. PHAs may rely on documentation of the SSN provided by another government agency (federal or state). For the addition of new household members at least 6 years of age or under the age of 6 and who **has an assigned SSN**, the tenant must disclose the SSN and provide documentation of the SSN to the PHA at the time of request to add new household member or during interim re-exam. The new household member **cannot** be added to the family composition until the family has complied with SSN disclosure and verification requirements. Addition of new household members under the age of 6 **and no assigned SSN**, are included as household members and entitled to benefits and the Head of Household is given 90 days to provide documentation of the SSN. Extensions may be given due to unforeseen circumstances.

### **Verification of Reasonable Accommodation**

Reasonable Accommodation requests for families will be considered when a family includes a person with disabilities. The person with a disability, or guardian or responsible party of the person with a disability, must submit a written Reasonable Accommodation request. In cases where a separate bedroom or live-in aide is requested because of reasonable accommodation, the Housing Authority will verify the need through third party verification from the patient's designated licensed professional.



The HA will approve the exception as a reasonable accommodation if the family demonstrates a nexus to the disability is present to make the program accessible to and usable by the family member with a disability. Verification of the need must be provided annually on a Housing Authority approved form. For relocations the verification must be current within the last 60 days. In addition, requests involving separate bedrooms for medical equipment will be verified at the time of a participant's annual inspection or a special inspection may be conducted after an initial lease up to ensure that program funds are being used for the purpose in which they were intended.

**Verification of Request for Exception to the Zero Tolerance Policy**

If a family member with criminal activity meets the requirements to be granted an exception to the Housing Authority of the County of Riverside's Zero Tolerance Policy (see Appendix C), they may complete a Request for Exception to Zero Tolerance Policy form to be reviewed by an established committee. In some instances, verification such as a police report, proof of completion of diversion, etc. may be required. Victims of domestic violence, date violence, sexual assault, or stalking requesting an exception to the Zero Tolerance Policy will be required to complete HUD Form 50066 "Certification of Domestic Violence, Date Violence, Stalking" and return it to the HA within 14 days of request.

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## Chapter 8

### VOUCHER ISSUANCE AND BRIEFINGS

#### **INTRODUCTION**

The HA's objectives are to provide families selected to participate with the tools to help them be successful in obtaining an acceptable housing unit, and to give them sufficient knowledge to derive maximum benefit from the program and to comply with program requirements. When families have been determined to be eligible, the HA will conduct a mandatory briefing to ensure that families understand how the program works. The briefing will provide a broad description of owner and family responsibilities, HA procedures, and how to lease a unit. The family will also receive a briefing packet that provides more detailed information about the program. This chapter describes how briefings will be conducted, the information that will be provided to families, and the policies for how changes in the family composition will be handled.

#### **A. ISSUANCE OF VOUCHERS**

When funding is available, the HA will issue Vouchers to new applicants who have been determined eligible and/or those who are relocating. The issuance of Vouchers must be within the dollar limitations set by the Annual Contributions Contract (ACC) budget.

#### **B. BRIEFING TYPES AND REQUIRED ATTENDANCE** (24 CFR 982.301)

##### **Initial Applicant Briefing**

A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance as well as participants that utilize portability and transfer into the Housing Authority of the County of Riverside's jurisdiction (port-ins).

##### **Briefing Packet**

A briefing packet will be given to new applicants at the initial applicant briefing and to those participants who are relocating. The documents and information provided in the briefing packets for the Voucher programs will comply with all HUD requirements. The briefing packet includes owner identification documents containing private information, that once submitted to the HA, will not be considered part of the participant file. The HA may conduct other types of briefings such as relocation and portability briefings for families, and owner briefings.

##### **Other Information to be Provided at the Briefing**

Family and owner responsibilities are explained to the new applicant and/or port-in client. In addition to literature and the HA's website, applicants and owners may request specific clarification about program issues from the assigned Housing Specialist or Supervisor.

Guidance and materials are offered to assist the family in selecting a unit. Issues to be considered include: Proximity to employment, public transportation, schools, shopping and the accessibility of services. Applicants are encouraged to evaluate the prospective unit, such as the condition, whether the rent is reasonable, average utility expense, energy efficiency and security. The Housing Authority of the County of Riverside uses a web-based program which gives the family access to owners who wish to rent their properties to recipients of the program. They may also pick up listings in person at both Housing Authority offices. The family will have access to a list of landlords willing to lease to assisted families and non-profit organizations willing to

assist in the housing search. In providing this courtesy list, the HA does not endorse any particular unit or landlord. There is no guarantee that the rents listed are reasonable or approvable, nor any guarantee that the units will pass Housing Quality Standards.

The HA will provide information on the advantages to moving to areas of low poverty. The family will be encouraged to choose a unit carefully and after due consideration.

The family will receive information about the Family Self-Sufficiency program and its advantages.

~~Families with three or more minors and families with disabled family members will receive additional assistance in locating units suitable for their housing needs.~~

Owners and participants will be instructed that side payments or any payment not approved by the HA will not be allowed. Acceptance of side payments or additional rent will be grounds for termination from program.

**C. ENCOURAGING PARTICIPATION IN LOW POVERTY AREAS**

During its ~~tenant~~ briefings sessions the Housing Authority encourages families to move to low poverty areas by explaining the advantages of moving to an area that may offer high-quality housing, education and employment opportunities. To increase the available housing stock to its clients, and to facilitate the opportunity for owners and participants ~~tenants~~ to gather for the purpose of leasing a unit, the HA may conduct ~~convenes~~ periodic Rental Fairs at its main office. This gives current participants who are in the relocation process, as well as families newly released from the waiting list, the opportunity to become acquainted with property owners with available units. In addition, landlords are invited to list their property via the Housing Authority website through the landlord portal or may visit the Housing Authority offices to receive the property listing form. ~~Rental Listing available to all voucher holders.~~ The HA offers Landlord Workshops in order to expand its network of property owners and/or managers. The purpose of these workshops is to make special efforts to provide outreach and education to landlords who may not be familiar with the Housing Choice Voucher Program ~~Section 8~~ program.

**D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION**

The HA provides the family with the HUD Discrimination Complaint form and offers to assist in the completion of the form as well as directing the family to report suspected discrimination to the Fair Housing Council.

**E. ASSISTANCE TO FAMILIES WITH DISABILITIES.**

The HA assists families with disabilities in locating accessible units by:

1. Providing a rental listing (which includes handicapped accessible units) of owners willing to rent to Housing Choice Voucher Program ~~Section 8~~ participants, and
2. Providing a listing of service agencies that provide services to help the disabled, and
3. Providing reasonable accommodation by extending the term of the voucher, if warranted.

## **F. SECURITY DEPOSIT REQUIREMENTS**

(24 CFR982.313)

Security deposits charged by owners may not exceed those charged to unassisted tenants or the maximum prescribed by state or local law.

## **G. TERM OF VOUCHER**

(24 CFR 982.303)

During the initial applicant briefing session, each household will be issued a Housing Choice Voucher which represents an agreement between the HA 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.

### **Expirations**

For those families that have an initial Voucher, the term of the Voucher is also 60 calendar days. For participants who are relocating, Vouchers are also valid for a period of 60 calendar days from the last date that assistance was paid.

If the family needs and requests an extension of the Voucher term as a reasonable accommodation to make the program accessible to and usable by a family member with disabilities, the HA may extend the Voucher term up to the term reasonably required for that purpose. An extension of up to 60 days may be granted. An extension of the term is granted by HA notice to the family.

If the family requests an extension for the Voucher due to other good cause such as illness of a household member, death of a family member, natural disaster, disapproval of a unit by the HA (i.e. the unit that RFTA was submitted for fails to meet HQS, proof of ownership issues, proof of permits for additions/deletions) or other unforeseeable circumstances, the request will be reviewed along with the documentation provided by the family regarding the circumstances requiring the extension. An extension of the term may be granted by HA supervisor and notice to the family.

The family will not be entitled to a review or a hearing if the Voucher has expired. If the family is currently assisted, they may remain as a Housing Choice Voucher Program Section 8 participant in their unit if there is an assisted contract in effect.

### **Suspensions**

Suspensions are allowed for reasonable accommodation of persons with disabilities. The HA may grant a suspension for any part of the period after the family has submitted a Request for Tenancy Approval up to the time when the HA approves or denies the request.

## **H. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS** (CFR 982.315)

### **Family break-up**

(a) The PHA has discretion to determine which members of an assisted family continue to receive assistance in the program if the family breaks up. The PHA administrative plan must state PHA policies on how to decide who remains in the program if the family breaks up.

(b) The factors to be considered in making this decision under the PHA policy may include:

(1) Whether the assistance should remain with family members remaining in the original assisted unit.

(2) The interest of minor children or of ill, elderly or disabled family members.

(3) Whether family members are forced to leave the unit as a result of actual or threatened physical violence against family members by a spouse or other member of the household. (*VAWA protects the victim from losing their HUD assisted housing*).

(4) Other factors specified by the PHA: (Such as, recommendations of social service professionals).

(c) If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, the PHA is bound by the court's determination of which family members continue to receive assistance in the program.

Documentation of these factors will be the responsibility of the requesting parties. If documentation is not provided, the HA will terminate assistance on the basis of failure to provide necessary information.

#### **I. REMAINING MEMBER OF TENANT FAMILY-RETENTION OF VOUCHER**

To be considered the remaining member of the tenant family, the person must be an eligible immigrant, have been previously approved as part of the nucleus family by the HA and be currently living in the unit.

A live-in aide, 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 member:

1. The court has to have awarded emancipated minor status to the minor, or
2. The HA has to have verified that the Department of Social Services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the minor(s) child/children for an indefinite period.

A reduction in family size may require a reduction in the authorized payment standard.

Retention of a voucher by the remaining member currently living in the unit will only be approved as a result of the death of the Head of Household, or removal of the Head of Household to an assisted living environment, or government facility. ~~To be considered the remaining member of the tenant family, the person must have been previously approved as part of the nucleus family by the HA. In such a situation the remaining family member will retain the voucher.~~

## Chapter 9

### REQUEST FOR TENANCY APPROVAL (RFTA) AND CONTRACT EXECUTION

#### INTRODUCTION

After a family is issued a Voucher, they may search for a unit anywhere within the jurisdiction of the HA, or outside of the HA's jurisdiction (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 Payments Contract with the HA. This chapter defines the types of eligible housing, the HA's policies which pertain to initial inspections, lease requirements, owner disapproval, and the processing of RFTA's.

#### A. REQUEST FOR TENANCY APPROVAL (RFTA) (24 CFR 982.302)

The RFTA and a copy of the proposed lease must be submitted by the family prior to the expiration of the Voucher.

Both the owner and Voucher holder must sign the RFTA. The HA will not permit the family to submit more than one RFTA at a time.

The following timeline must be observed for all incoming RFTAs:

- The unit must be ready for inspection **no later than** 14 calendar days from the date the RFTA is submitted. Ready for inspection means that ownership is verified, rent is negotiated (if needed) to ensure unit affordability, rent is determined reasonable, **all** utilities are in service and permits (if any) are submitted by the owner for any additions/improvements to the unit.
- The initial inspection will be conducted by HA staff within 7 6 business days from the date the unit is ready or from the date the RFTA is received by the HA, whichever is later.
- If the unit fails the initial inspection, repairs must be made within 10 calendar days and a repair inspection will be conducted by HA staff within 4 business days from the date the HA is notified that repairs are completed.
- The unit must pass inspection **no later than** 20 calendar days from the initial inspection or the date the unit is ready, whichever is later.
- The owner must provide a signed HAP Contract and signed Lease Agreement to the HA either on the date of the passed inspection or **no later than** 7 calendar days from the date the participant tenant takes occupancy of the unit.
- The participant tenant must enter into a Lease Agreement **and** take occupancy of the unit **no later than** 60 days from the date the inspection has passed.

The RFTA will be denied if:

- the unit is not ready for inspection within 14 calendar days
- if the unit does not pass inspection within 30 calendar days
- if the owner does not provide the signed HAP Contract and signed Lease within 7 calendar days
- ~~the RFTA will also be denied~~ if the owner and/or participant tenant do not provide all HA required information within the requested time frames.

- if the participant ~~tenant~~ does not take occupancy of the unit within 60 days from the date the inspection has passed, and/or
- if the unit fails initial inspection after previously being an assisted unit and the contract was terminated for failing HQS.

The voucher term remains the same unless the HA approves an extension as a reasonable accommodation and reflects the extension date on the voucher and the RFTA packet.

HUD regulations prohibit the HA from approving a unit if the owner is the parent, child, grandparent, grandchild, sister, brother of any member of the tenant family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. (24 CFR 982.306 (d))

### **Review of the RFTA**

(24 CFR 982.507 and 982.508)

HA staff will review the rent amount to ensure the rent is reasonable based upon current rents for comparable unassisted units. The voucher program rule requires that the HA's system for determining comparability and reasonable rent take nine factors into consideration: location, size, type, quality and age, amenities, housing services and maintenance, and utilities provided by the owner under the lease. Also, that it is affordable as determined by HUD regulations for the family. Affordable for the family means that the family's share of the rent plus the current utility allowance cannot exceed 40 percent of the household's adjusted monthly income. If the unit does not meet the affordability criteria, the HA will attempt to negotiate the rent with the owner. If the owner does not agree on the contract rent after the HA has tried and failed to negotiate a revised rent, the HA will inform the family and owner that the RFTA is disapproved. If the voucher has not expired the HA will issue another RFTA to the family.

Owners must submit their own lease with the HUD lease addendum attached and a property management agreement (if applicable). The HA may review the lease to ensure compliance with HUD regulations, state and local laws. Responsibility for utilities, appliances and optional services must correspond to those provided on the RFTA.

If the HA determines that the RFTA cannot be approved for any reason (see above paragraph A of this section) the RFTA will be disapproved and the landlord and the family will be notified in writing.

If the HA determines that the RFTA is approvable, staff will schedule and perform the initial inspection within ~~7~~ six (6) business days from the date the RFTA is received provided the unit is ready for inspection, or within 7 days from the unit ready date. ~~of receipt of the RFTA, if the unit is currently ready for inspection, or at the earliest possible time when the unit is not currently ready for inspection.~~ Any variance from this time frame will be documented in the family's file.

### **Residence Limitations**

**Interest in Unit:** The owner may not reside in the assisted unit. The owner may reside in a unit in which a voucher family is participating in a "shared housing" type of assistance. However, the owner may not be a resident owner if the Housing Choice Voucher ~~Section 8~~ voucher participant is related to the owner.

**Relative Owner:** The HA must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities (24 CFR 982.306 (d)).

**B. INFORMATION TO OWNERS**

The HA is required to provide prospective owners with the address of the applicant and the names and addresses of the current and previous landlords if known. The HA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The HA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. They will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

**C. OWNER DISAPPROVAL**

For purposes of this section, "owner" includes a principal or other interested party. The HA will disapprove the owner for the reasons stated in Chapter 16 of this Plan.

**D. CONTRACT EXECUTION PROCESS**

The HA prepares the Housing Assistance Payment Contract for execution. The family and the owner will execute the lease agreement, and the owner and the HA will execute the HAP Contract with the owner. Copies of the documents will be furnished to the parties who signed the respective documents.

**E. CHANGE IN OWNERSHIP**

The HA requires written documentation of any change in ownership. A copy of the recorded grant deed is acceptable documentation. In addition, if the new owner wants to continue receiving Housing Assistance Payments, they must sign a new HAP Contract and provide the Housing Authority a signed lease and/or rental agreement.

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## Chapter 10

### HOUSING QUALITY STANDARDS AND INSPECTIONS

#### INTRODUCTION

(24 CFR 982.404)

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS inspections are required both at initial occupancy and annually during the term of the lease. HQS inspections apply to the building and premises, as well as the unit.

These minimum standards may be enhanced by the HA, provided that by doing so the HA does not overly restrict the number of units available for lease under the program. The use of the term "HQS" in this Administrative Plan refers to the combination of both HUD and HA requirements. This chapter describes the HA's procedures for performing HQS and other types of inspections, and 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.

#### A. TYPES OF INSPECTIONS

Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards. All utilities and appliances must be in service before the unit will pass HQS.

There are five types of inspections the HA will perform:

1. Initial/Move-in: Conducted within 7 ~~six~~ (6) business days of receipt of Request for Tenancy Approval or as soon as possible from the date the unit will be ready for inspection.
2. Annual: Must be conducted within 12 months of the last inspection date.
3. Special/Complaint: At the request of an owner, family, agency or third-party.
4. Move-Out/Vacate: As a courtesy to the owner, the HA may conduct a move-out inspection at the landlord's written request, if damage is a result of the tenant not meeting their obligations and such damage would cause tenant to lose their assistance.
5. Quality Control: Quality control inspections are conducted in an amount necessary to meet HUD requirements.

#### B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

The HA adheres to the acceptability criteria in the program regulations and HUD Inspection Manual.

Additions to HQS:

- Modifications or adaptations to a unit must meet applicable HQS and building codes ie, must provide copy of signed off final city building permit for additions and/or removed structures.
- All emergency systems must be operable (i.e., pull cords for elderly/disabled complexes).
- Security bars/window bars in rooms that can be used for sleeping must have a quick release mechanism. Such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge, or force greater than that which is required for normal operation of the escape and rescue opening. *The release mechanism shall be maintained operable at all times* (Chapter 3 – Building Planning of the 2010 California Residential Code, Section R310, Emergency Escape and Rescue Openings).
- Two Earthquake straps (one in the top third and one in the bottom third) are required for all

hot water heaters. An exception would be in the case of electric water heaters located inside a cupboard, typically under a countertop and commonly referred to as 30 gallon stubbies (which are half the size of a normal water heater). In these instances, one earthquake strap is preferred but Plumbers tape may be used to secure the water heater.

- A functional cooling system must be in all units located east of, and including Palm Springs.
- One good screen is required on one window in each room.
- All exterior doors must have working deadbolts (inside cannot be keyed – must be keyless) and a doorknob.
- Certified Carbon Monoxide Detectors must be installed in, all single-family dwellings (1 per floor level) having a fossil fuel burning heater or appliance (such as a gas stove, or oven), fireplace or attached garage. (SB183)

### **C. INSPECTIONS**

**24 CFR 982.405 (a)**

The HA conducts an inspection in accordance with Housing Quality Standards at least annually, but no sooner than 120 days prior to the anniversary month of the contract. Special or Quality Control inspections may be scheduled between anniversary dates.

The landlord must correct HQS deficiencies that cause a unit to fail unless the fail item is one for which the participant tenant is responsible. HAP payments will not be made on units that do not meet HQS. The family is responsible for breaches of HQS that are caused by any of the following:

- The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid for by the tenant;
- The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
- Any member of the household or guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
- The family fails to allow the HA to inspect the unit at reasonable times with reasonable notice.
- If the family does not contact the HA to reschedule the inspection (with good cause), or if the family misses one inspection appointment, the HA will consider the family to have violated a family obligation, and their assistance may be terminated in accordance with the termination procedure in this Plan.

### **Time Standards for Repairs**

**24 CFR 985.3 (f)**

1. Emergency items that endanger the family's health or safety must be corrected within 24 hours of notification.
2. For non-emergency items, all repairs must be completed as specified by the HA, not to exceed 30 days.
3. For major repairs, the Housing Specialist may approve an extension beyond 30 days.

In accordance with the Notice to Repair or Certified Repair Notice, the contract will be terminated if the unit is not in compliance with HQS. If the tenant is the responsible party, a Pre-termination of Assistance Appointment letter will be sent. No payments will be made to the owner after the contract has been terminated.

#### **D. EMERGENCY REPAIR ITEMS**

**24 CFR 982.404 (a) (3) (b) (2)**

The following items are considered of an emergency nature and must be corrected by the owner or participant tenant (whoever is responsible) within 24 hours of notice by the Housing Specialist.

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Major plumbing leaks or flooding
- Natural gas leak or fumes
- Electrical problem which could result in shock or fire
- Utilities not in service
- No running hot water
- Broken glass where someone could be injured
- Obstacle which prevents tenant's entrance or exit
- Lack of at least one functioning toilet
- Any other item deemed an immediate health or safety hazard

In those cases where there is leaking gas or a potential of fire or other threat to public safety, and the responsible party cannot be contacted, the proper authorities will be notified by the HA.

#### **E. INITIAL HQS INSPECTION**

An Initial Inspection will be conducted to:

- Determine if the unit and property meet the HQS as defined by HUD regulations and this Plan.
- Determine if the Rent to Owner is reasonable and document the information to be used in that determination.

Also see Chapter 9, paragraph A, for Initial HQS inspection guidelines and timelines.

#### **F. SPECIAL/COMPLAINT INSPECTIONS**

If at any time a family, owner, agency, or third party notifies the HA that the unit does not meet Housing Quality Standards, the HA will conduct an inspection. Move-Out/Vacate: As a courtesy to the owner, the HA may conduct a move-out inspection at the landlord's written request, if damage is a result of the participant tenant not meeting their obligations and such damage would cause participant tenant to lose their assistance.

#### **F. QUALITY CONTROL INSPECTIONS**

**24 CFR 982.405 (b)**

The Housing Supervisor or designee will perform Quality Control inspections, in an amount necessary to meet HUD requirements. The purpose of Quality Control inspections is to ascertain that Housing Specialists/Program Assistants are conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in the application of HQS.

## Chapter 11

### OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

#### INTRODUCTION

The HA is responsible to ensure that the rents charged by owners are reasonable based upon objective comparables in the rental market. When the HA has determined that the unit meets the minimum HQS, that the lease is approvable, and that the rent is reasonable, it will enter into a Housing Assistance Payment Contract with the owner. This chapter explains the HA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the payment standards, and rent adjustments.

#### A. OWNER PAYMENT IN THE VOUCHER PROGRAM

The Housing Choice Voucher formula for determining maximum subsidy is the lower of the Payment Standard or the Gross rent (contract rent plus current utility allowance) for the unit minus the family's Total Tenant Payment.

- The maximum subsidy for each family is determined by the payment standard for the Voucher size issued to the family (or the gross rent as stated above), less 30 percent of the family's monthly adjusted income. The actual subsidy level could be less if the family is required to pay the minimum total tenant payment (10 percent of the family's monthly income).
- The Voucher size issued to the family is based on the HA's subsidy standards. The payment standard for the family is based on the lesser of the payment standard for the Voucher size issued or the payment standard for the number of bedrooms of the selected unit.
- The housing assistance payment to the owner is the lesser of the subsidy described above or the rent charged by the owner.

#### B. LATE PAYMENTS TO OWNERS

The HA must pay the Housing Assistance Payment (HAP) promptly when due to the owner in accordance with the HAP contract. Late payments to owners shall be the lesser of 1) the late payment as stated in the lease between the owner and the tenant, or 2) \$50.00. However, the HA shall not be obligated to pay any late payment penalty if HUD determines that late payment by the HA is due to factors beyond the HA's control. The HA has determined that the HAP payment by the HA is deemed received by the owner upon mailing by the HA. Direct deposit is available to landlords required to assist in the prompt receipt of HAP payments.

The HA may only use the following sources to pay a late payment penalty from program receipts under the consolidated ACC: administrative fee income for the program or the administrative fee reserve for the program. The HA may not use other program receipts for this purpose.

#### C. MAKING PAYMENTS TO OWNERS

Once ownership is verified and the HAP Contract is executed, the HA begins processing monthly payments to the landlord. The HAP Housing Assistance Payment checks to owners will be processed by the Housing Authority Accounting Department.

#### **D. EXCEPTION PAYMENT STANDARD**

The HUD field office may approve an exception payment standard up to 120% of the FMR for all units of a given size leased by families in an exception area.

An area exception payment standard may not exceed 120% of the FMR. An area exception payment standard will not be approved unless HUD determines that an exception rent is needed either:

- To help families find housing outside areas of high poverty; or
- Because Voucher holders have trouble finding housing for lease under the program within the term of the Voucher

The HA may approve an exception payment standard up to 110% of the FMR when it has determined that it is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

#### **E. RENT REASONABLENESS DETERMINATIONS**

**24 CFR 982.507**

Rent reasonableness determinations are made when units are placed under HAP Contract for the first time, before any increase in rent to the owner, if there is a 5% decrease in the published FMR, and if directed by HUD.

The HA determines rent reasonableness through a database of unassisted rental units in all bedroom sizes throughout the county. Staff is required to add units to this database monthly. Newspapers, rental magazines, calls to property owners and managers and the Internet are some of the sources used to add comparables to the database.

The HA will consider comparable unassisted units within a ½ mile radius, to include the location, quality, size, unit type, age of the unit, amenities, services, maintenance and utilities provided by the owner in determining rent reasonableness. With supervisor approval, exceptions may be considered in remote areas where a ½ mile radius is not sufficient.

A printout showing the rental amount of comparable units in the area is imaged to put into the family's file, signed and dated by the Housing Specialist, documenting the data used to determine rent reasonableness.

#### **F. PAYMENT STANDARDS AND ADJUSTMENTS**

**24 CFR 982.503**

The subsidy amount is based on a Payment Standard set by the HA. The HA will review the Payment Standard annually to determine whether an adjustment should be made for some or all unit sizes. The Payment Standard will be reviewed according to HUD's requirements and this Plan, and if an increase is warranted, the Payment Standard will be adjusted within 90 percent to 110 percent of the current HUD-published Fair Market Rent. However, should a HUD waiver be granted to an amount that falls outside the basic range of 90-110%, the HA will adopt the new range as needed to meet funding allocations.

The HA may approve an exception Payment Standard up to 110% of the FMR when it has determined that it is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability. The unit size may not exceed the authorized subsidy size for the family. The HA may apply to HUD Headquarters to approve a Payment

Standard up to 120% of the FMR if it determines that the increase is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with 24 CFR part 8.

The HA may use some or all of the measures below in making a determination whether an adjustment should be made to the Payment Standards.

- **Lowering of the Payment Standard**

Statistical analysis may reveal the Payment Standard should be lowered, in which case the Payment Standard should not be less than 90 percent of the current FMR. If the FMR is lowered, the Payment Standard will be decreased in accordance with HUD regulations.

- **Financial Feasibility**

Before increasing the Payment Standard, the HA may review the budget and the project reserve to determine the impact projected subsidy increases would have on available funding for the program and number of families served.

For this purpose, the HA will compare the number of families who could be served under higher Payment Standards with the number assisted under current Payment Standards.

**G. RENT INCREASES**

**24 CFR 982.507**

Owners may not request rent increases to be effective prior to the expiration of the initial term of the lease. An owner request for a rent increase must be in accordance with the lease, state law, the contract and HUD regulations. The owner must notify the PHA of any changes in the amount of the rent to the owner at least 60 (sixty) days before any such changes go into effect (see HAP Contract 15-d). The requested rent increase must be reasonable for market conditions. If the HA disapproves the owner's request for a rent increase because the rent is not reasonable, both the participant and the owner will be notified in writing and the family may request that the HA issue the family a Voucher to enable them to relocate.

## Chapter 12

### REEXAMINATIONS

#### **INTRODUCTION**

HUD requires the HA to re-certify the income and household composition of all families at least annually. In addition, the HA is required to inspect the assisted unit at least annually, and to process requests for rent adjustments. These activities must be coordinated to ensure that they are completed in accordance with the regulations. It is a HUD requirement that families report all changes in household composition and income at the annual reexamination. The HA decides what other changes must be reported, and the procedures for reporting all income. This chapter defines the HA's policy for conducting annual reexaminations and coordinating the annual activities. It also explains the interim reporting requirements for families, and the standards for timely reporting.

#### **A. ANNUAL RECERTIFICATION/REEXAMINATION**

24 CFR 982.516

##### **Requirement to Attend**

All household members are required to attend scheduled appointments interviews. Failure to appear for a scheduled interview is cause to terminate assistance for failure to comply with the family obligation of providing information to the HA.

##### **Documents Required from the Family**

Failure to provide documents required by the HA is a violation of a family obligation and grounds for termination of assistance. The family will be given 10 calendar days to provide requested information and/or documents.

The HA may make exceptions to these policies if the family is able to document an emergency situation that prevented them from attending a scheduled appointment or providing requested information.

##### **Tenant Rent Increases**

If the tenant rent increases, a notice of at least 30 days is mailed to the family prior to the effective date of the change whenever possible. If the owner has served the tenant with a Rent Increase Notice, that notice shall serve as the notice to the tenant of the increase in their rent.

If there has been a misrepresentation or a material omission by the family, the family may be terminated and/or required to repay any overpaid HAP to the HA.

##### **Tenant Rent Decreases**

If tenant rent decreases, it will be effective on the first day of the month after the written notification of the change. If the family causes a delay in the processing of the reexamination, the rent change will be effective on the first day of the month following completion of the reexamination.