

CLARION COUNTY HOUSING AUTHORITY (PA086)

8 WEST MAIN STREET, CLARION, PENNSYLVANIA 16214

# **TENANT SELECTION PLAN**

**MEDARDO ESTATES**

**EDENBURG COURT**

**PENN COURT APARTMENTS**

## Chapter 1

### NONDISCRIMINATION

#### 1-A. OVERVIEW

Federal laws requires CCHA to treat all applicants and tenant families equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status. The CCHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including:

- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)
- Executive Order 11063
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)
- The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the Federal Register February 3, 2012
- The Violence against Women Act (VAWA)
- Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted

When more than one civil rights law applies to a situation, the laws will be read and applied together.

#### CCHA Policy

No state or local nondiscrimination laws or ordinances apply.

## **1-B. NONDISCRIMINATION**

Federal regulations prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as CCHA policies, can prohibit discrimination against additional classes of people.

The CCHA shall not discriminate because of race, color, sex, religion, familial status, age, disability, or national origin (called “protected classes”).

Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

The CCHA will not discriminate on the basis of marital status, gender identity, or sexual orientation [FR Notice 02/03/12; Executive Order 13988].

### CCHA Policy

The CCHA does not identify any additional protected classes.

The CCHA will not use any of these factors to:

- Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the program
- Subject anyone to segregation or disparate treatment
- Restrict anyone’s access to any benefit enjoyed by others in connection with the housing program
- Treat a person differently in determining eligibility or other requirements for admission
- Steer an applicant or tenant toward or away from a particular area based on any of these factors
- Deny anyone access to the same level of services
- Discriminate against someone because they are related to or associated with a member of a protected class
- Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons who are members of a protected class

### **1-C. POLICIES RELATED TO PERSONS WITH DISABILITIES**

The CCHA must ensure that persons with disabilities have full access to the CCHA's programs and services. This responsibility begins with the first inquiry of an interested family and continues through every programmatic area of the PBRA program [24 CFR Part 8].

#### CCHA Policy

The CCHA will ask all applicants and resident families if they require any type of accommodations, in writing, on the intake application, recertification documents, and notices of adverse action by the CCHA, by including the following language:

“If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the CCHA.”

A specific position and phone number will be provided as the contact person for requests for accommodation for persons with disabilities.

### **1-D. REASONABLE ACCOMODATION**

A *reasonable accommodation* is a change, exception, or adjustment to a policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. Since policies and services may have a different effect on persons with disabilities than on other persons, treating persons with disabilities exactly the same as others will sometimes deny them an equal opportunity to use and enjoy a dwelling [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

### **1-E. REQUEST FOR AN ACCOMMODATION**

If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that the CCHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to the CCHA's programs and services.

If the need for the accommodation is not readily apparent or known to the CCHA, the family must explain the relationship between the requested accommodation and the disability.

#### CCHA Policy

The CCHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, the CCHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.

## 1-F. VERIFICATION OF DISABILITY

The regulatory civil rights definition for persons with disabilities can be found at 24 CFR Parts 8.3 and 100.201. The definition of a *person with a disability* for the purpose of obtaining a reasonable accommodation is much broader than the HUD definition of *disability*, which is used for waiting list preferences and income allowances.

Before providing an accommodation, the CCHA must determine that the person meets the definition of a *person with a disability*, and that the accommodation will enhance the family's access to the CCHA's programs and services.

If a person's disability is obvious or otherwise known to the CCHA, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

If a family indicates that an accommodation is required for a disability that is not obvious or otherwise known to the CCHA, the CCHA must verify that the person meets the definition of a person with a disability, and that the limitations imposed by the disability require the requested accommodation.

- Third-party verification must be obtained from an individual identified by the family who is competent to make the determination. A doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may provide verification of a disability [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].
- The CCHA must request only information that is necessary to evaluate the disability-related need for the accommodation. The CCHA may not inquire about the nature or extent of any disability.
- Medical records will not be accepted or retained in the participant file.

### **1-G. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]**

The CCHA must approve a request for an accommodation if the following three conditions are met:

- The request was made by or on behalf of a person with a disability.
- There is a disability-related need for the accommodation.
- The requested accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on the CCHA, or fundamentally alter the nature of the CCHA's operations.

Requests for accommodations must be assessed on a case-by-case basis. The determination of undue financial and administrative burden must be made on a case-by-case basis involving various factors, such as the overall size of CCHA's program with respect to the number of employees, type of facilities and size of budget, type of operation including composition and structure of workforce, the nature and cost of the requested accommodation, and the availability of alternative accommodations that would effectively meet the family's disability-related needs.

Before making a determination whether to approve the request, the CCHA may enter into discussion and negotiation with the family, request more information from the family, or may require the family to sign a consent form so that the CCHA may verify the need for the requested accommodation.

#### CCHA Policy

After a request for an accommodation is presented, the CCHA will respond, in writing, within **15 business days**.

**CCHA Staff will utilize the CCHA Reasonable Accommodation Policy to address all accommodation requests. The Reasonable Accommodation Policy is included in Appendix B of this document.**

### **1-H. PROGRAM ACCESSIBILITY FOR PERSONS WITH HEARING OR VISION IMPAIRMENTS [24 CFR 8.6]**

HUD regulations require the CCHA to take reasonable steps to ensure that persons with disabilities related to hearing and vision have reasonable access to CCHA's programs and services [24 CFR 8.6].

#### CCHA Policy

At the initial point of contact with each applicant, the CCHA shall inform all applicants of alternative forms of communication that can be used other than plain language paperwork.

## Chapter 2

### THE APPLICATION PROCESS

#### 2-A. USE OF ELECTRONIC SIGNATURES [Notice H 2020-10]

HUD allows but does not require CCHA to use electronic signatures (e-signatures) in compliance with Notice H 2020-10 and federal, state, and local laws. Owners adopting policies on the use of electronic signatures must provide applicants and tenants the option use “wet” signatures (i.e., original signatures) and paper documents upon request.

##### CCHA Policy REVISED 4/30/26

CCHA will not accept or use electronic signatures.

#### 2-B. TRANSMISSION OF FORMS, NOTICES, AND DOCUMENTS [Notice H 2020-04]

HUD allows but does not require CCHA to communicate electronically with applicants and tenants and/or provide documents and notices electronically when state and local law permits and in accordance with Notice H 2020-10.

If the CCHA chooses to use electronic communication procedures, applicants and tenants may also choose to communicate electronically with the CCHA provided their choice is made affirmatively—not assumed with an opt-out procedure. The CCHA may designate specific methods as acceptable for electronic transmissions from applicants and tenants.

When state and local law permits, the CCHA may also provide documents and notices electronically or make such documents available in electronic format. However, when HUD regulations or notices or state or local law require notices to tenants be sent by first class mail, delivered directly to tenants or their units, or be posted in public spaces, electronic communication does not satisfy this requirement.

Applicants and tenants must have the opportunity to provide their information and documents in paper copy and to receive documents in paper form, including both before they have provided any information or documents electronically or after they have done so and wish to discontinue doing so. If an CCHA chooses to provide documents electronically, the CCHA should inform applicants or tenants of their option to receive such documents in paper form.

## CCHA Policy

### **The applicant may receive and transmit forms and documents electronically.**

#### **Effective Communication to Persons with Disabilities [24 CFR 8.6; 28 CFR 35.160; 28 CFR 36.303]**

The owner must ensure effective communication with persons with disabilities by ensuring that all notices and communications provided electronically are consistent with applicable fair housing laws and regulations and that electronic communications do not impose any barriers in accessing information, programs, and activities by persons with disabilities.

The owner must provide appropriate auxiliary aids and services necessary to ensure effective communication, which includes ensuring that information is provided in appropriate accessible formats as needed (e.g., Braille, audio, large type, assistive listening devices, sign language interpreters, accessible websites and other electronic communications). In the event that a person with a disability is unable to use an electronic system or file that meets federal accessibility standards, the CCHA must provide reasonable accommodations to afford users an equal opportunity to participate (e.g., in completing and signing documents or submitting documents in paper copy).

#### **Effective Communication to Limited English Proficient (LEP) Individuals [Executive Order 13166]**

The owner is responsible for ensuring effective communication of electronic media includes reasonable steps taken to ensure meaningful access for persons with Limited English Proficiency (LEP) across technological platforms. Such formats may include, but are not limited to, multilingual websites and other electronic media. Refer to the CCHA's LEP Policy.

## **2-C. MARKETING**

The CCHA will market available units in accordance with the HUD-approved Affirmative Fair Housing Marketing Plan (Form HUD-935.2A) in order to reach those who are least likely to apply and to attract a broad cross-section of the eligible population without regard to race, color, religion, sex, disability, familial status, gender identity, or national origin.

#### **2-D. APPLYING FOR ASSISTANCE [24 CFR 880.603(a); HUD Handbook 4350.3, REV-1, CHG-4, Section 4-14]**

Any family that wishes to reside at the property must apply for admission to the program. Applications must be signed by both the CCHA and the applicant. HUD permits the CCHA to determine the format and content of the application, as well how such applications will be made available to interested families and how applications will be accepted by the CCHA. However, the CCHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the application.

### CCHA Policy REVISED 4/30/26

A one-step application process will be used in all cases. A full application must be completed in order to be placed on the waiting list. Management will not pre-screen applicants verbally or in person prior to the completion of the application. No person may be refused the right to apply for housing unless the development's waiting list is closed for a particular unit size or type and notice of the closed waiting list is posted in a common area, accessible to tenants and applicants.

Completed applications must be returned to the CCHA during normal business hours. Applications must be filled out completely in order to be accepted by the CCHA for processing. If an application is incomplete, the CCHA will notify the family of the additional information required.

Applications may be made in person during business hours at the CCHA office:

**8 West Main Street**

**Clarion, PA 16214**

If the applicant is visually impaired, or has limited English proficiency (LEP), all notices will be made available in a format understandable by the applicant.

All adult applicants will be given the opportunity to complete Form HUD-92006, Supplement to Application for Federally Assisted Housing, at the time of application and annually at recertification.

## **2-E. ACCESSIBILITY OF THE APPLICATION PROCESS**

The CCHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the standard CCHA application process.

The CCHA must provide reasonable accommodation as needed for persons with disabilities to make the application process fully accessible. The facility where applications are accepted and the application process must be fully accessible, or the CCHA must provide an alternate approach that provides equal access to the program.

## **Chapter 3**

### **WAITING LIST PROCEDURES**

### 3-A. PLACEMENT ON THE WAITING LIST

The CCHA must review each completed application received and make a preliminary assessment of the family's eligibility. Areas to be reviewed include requirements for income, household size/composition, student status, special status requirements such as age or disability status if needed, and criminal history. Applicants for whom the waiting list is open must be placed on the waiting list unless the CCHA determines the family is ineligible.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. When the family is selected from the waiting list, the CCHA will verify any preferences claimed, if applicable, and determine eligibility and suitability for admission to the program.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

#### **Ineligible for Placement on the Waiting List**

##### CCHA Policy

If the CCHA determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, the CCHA will send written notification of the ineligibility determination within **5 business days** of receipt of the completed application.

The written notice will specify the reasons for ineligibility and will inform the family of its right to respond to the owner in writing or request a meeting **within 14 days to dispute** the rejection. The notice will state that applicants who are persons with disabilities have the right to request a reasonable accommodation.

#### **Eligible for Placement on the Waiting List**

##### CCHA Policy

The CCHA will send written notification of the preliminary eligibility determination **within 5 business days** of receiving a completed application. If applicable, the notice will also indicate the waiting list preferences for which the family appears to qualify.

### 3-B. PREFERENCES [HUD Handbook 4350.3, REV-1, CHG-4, Section 4-6; 24 CFR 5.655(c); Notice H 2013-21]

The CCHA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the CCHA will use, if any. The CCHA is permitted, but not required to, establish local preferences as long as they are subordinate to any program-specific preferences. Preferences do not guarantee admission. The CCHA must inform all applicants about any available preferences and give all applicants the opportunity to show they qualify for available preferences. While HUD rules currently include four types of preferences, Section 8 properties may only implement owner-adopted preferences or state and local preferences. HUD approval is required for any state, local, or residency preferences. Owners may implement owner-adopted preferences outside of those cited in the regulations, such as a preference for homeless families [Notice H 2013-21]. If a homeless preference is adopted, it must be included in this TSP, which must then be submitted to HUD for approval.

#### **Definitions:**

1. A displaced family is a family in which each member, or whose sole member, has been displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

##### CCHA Policy

Applicants will be placed on the waiting list according to CCHA preferences and the date and time their complete application is received by the CCHA.

The CCHA has adopted the following preferences:

A family displaced by a federally declared disaster or government action.

Residency preference for persons living or working in Clarion and Forest Counties.

**Residency preferences for Northwestern Pennsylvania Residents living, working, or has been hired to work in Northwestern Pennsylvania: Clarion, Forest, Erie, Crawford, Mercer, Venango, Warren, Lawrence, and Butler counties.**

**REVISED 4/30/26**

### **3-C. INCOME TARGETING REQUIREMENT [HUD Handbook 4350.3, REV-1, CHG-4, Section 4-25]**

HUD requires CCHA with Section 8 units to ensure that during a fiscal year at least 40 percent of the dwelling units assisted under the contract that become available, together with initial certification of in-place families (with the exception of in-place residents at the time of a RAD conversion), be extremely low-income (ELI) families. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [FR notice 6/25/14]. To ensure this requirement is met, the CCHA may skip non-ELI families on the waiting list in order to select an ELI family.

Current households in properties converting to PBRA under RAD are not subject to income targeting provisions at the time of conversion.

#### CCHA Policy

The CCHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

### **3-D. OPENING AND CLOSING THE WAITING LIST**

Should the wait for one or more-bedroom size become excessive (exceeding 12 months), the CCHA can, at their discretion, close the waiting list and no longer accept applications.

#### CCHA Policy

Should the wait for one or more-bedroom size become excessive (exceeding 2 years), the CCHA can, at their discretion, close the waiting list and no longer accept applications.

When the waiting list is closed, the CCHA will make the public aware of the waiting list closing through the advertising and notification procedures outlined in the HUD-approved Affirmative Fair Housing Marketing Plan (AFHMP), and will state the reasons for closing the waiting list. Should the CCHA close the list, the CCHA will refuse to take additional applications.

When the CCHA reopens the waiting list for one or more-bedroom sizes, it will again notify the public in the manner outlined in the AFHMP. This notification will be extensive and will state how, when, and where to apply for an apartment and how applications will be added to the waiting list.

### 3-E. UPDATING THE WAITING LIST [HUD Handbook 4350.3, REV-1, CHG-4, Section 4-18]

Whenever a change is made in the waiting list, an action is taken, or an activity specific to an applicant occurs, a notation must be made on the waiting list.

#### CCHA Policy

At the time of initial application, the CCHA will advise families that they are responsible for notifying the CCHA when their circumstances, mailing address, phone numbers, or other means of contact change.

Any time contact is made, an action is taken, or any activity occurs that is specific to an application, a notation will be made on the waiting list.

### 3-F. SELECTION FROM THE WAITING LIST

Waiting lists will be divided into sub-lists based upon unit size, unit type, and accessibility features needed. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application, higher preference status, or preceding lottery number. Further, all selections from the waiting list will be made considering income targeting requirements.

#### CCHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the CCHA.

### 3-G. APPLICANT INTERVIEW [HUD Handbook 4350.3, REV-1, CHG-4, Section 4-24]

When an appropriate unit will be available in the near future, the CCHA must interview the applicant family to obtain current information about the family's circumstances. All information listed in Chapter 4 of the HUD Handbook 4350.3 must be discussed.

#### CCHA Policy

As applicants approach the top of the waiting list, they will be contacted by telephone or and first-class mail with a scheduled date and time for an interview to complete their applicant file. Applicants who fail to attend their scheduled interview or fail to reply to the letter will have their applications removed from the waiting list, subject to **good cause or** reasonable accommodations for persons with disabilities.

#### Good Cause is defined as:

**Good Cause refers to a legitimate and verifiable reason for an applicant, recipient or program participant to request an exception to standard program requirements, such as attendance at interviews or residency/occupancy rules. Examples of good cause include, but are not limited to:**

- **Medical illness or disability that prevents participation in scheduled interviews or occupancy requirements.**
- **Work or school conflicts that cannot be reasonably reschedules.**
- **Safety concerns or domestic issues that make current housing inappropriate.**

- Other circumstances deemed reasonable by the housing authority on a case-by-case basis.

Requests based on good cause must be documented, reviewed and approved by the CCHA. Approval does not set a precedent and is limited to the specific situation presented.

## Chapter 4

### PROJECT ELIGIBILITY

Program eligibility determines whether applicants are eligible for assistance, while project eligibility establishes whether applicants are eligible to reside in the specific project to which they have applied. Project eligibility may be affected by:

- Whether some or all of the units in the project are designated for specific family types
- Project-specific occupancy standards (See Section 4-C)
- Whether some or all of the units in the project are layered with other programs and therefore may have different requirements

#### Definitions:

- A. Family Status – All households must have a Head of Household, or Co-heads of household. Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status (ref: HUD H 2015-06).
1. An elderly family, which is:
    - a. A family whose head, spouse, or co-head is at least 62 years of age;
    - b. Two or more persons who are at least 62 years of age living together; or
    - c. One or more persons who are at least 62 years of age living with one or more live-in aides; or
  2. A near-elderly family, which is:
    - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
    - b. Two or more persons who are at least 50 years of age but below the age of 62 and living together; or
    - c. One or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aide.
  3. A disabled family, which is:
    - a. A family whose head, spouse, co-head or sole member is a person with a disability;
    - b. Two or more persons with disabilities living together; or
    - c. One or more persons with disabilities living with one or more live-in aides.
    - d. For purposes of qualifying for low-income housing, HUD does not include a person whose disability is based solely on any drug or alcohol dependence.
  4. The remaining member of a tenant family.

#### 4-A. PROJECT-SPECIFIC REQUIREMENTS [HUD Handbook 4350.3, REV-1, CHG-4, Chapter 3, Section 2]

The CCHA is required to define if the property is designated for a special population, such as elderly or disabled.

#### CCHA Policy

The CCHA has housing designated for the elderly or disabled at Cherry Run and Edenburg Court. The properties of Penn Court, and Medardo Estates are family properties.

#### **4-B. INCOME ELIGIBILITY [24 CFR 5.653; HUD Handbook 4350.3, REV-1, CHG-4, Section 3-6, Figure 3-3]**

##### **Income Limits**

HUD is required by law to establish income limits that determine the income eligibility of applicants for HUD's assisted housing programs, including the PBRA program. The income limits are published annually and are based on HUD estimates of the median incomes for families of different sizes in a particular area or county. Income limits are determined by HUD program type.

##### **Types of Low-Income Families**

*Low-income family.* A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

*Very low-income family.* A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

*Extremely low-income family.* A family whose annual income does not exceed the federal poverty level or 30 percent of the median income for the area, whichever number is higher.

Area median income is determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

##### **Using Income Limits for Eligibility**

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income eligible, the household's annual income does not exceed applicable program income limits, a copy of which will be available upon request.

#### **4-C. OCCUPANCY STANDARDS [HUD Handbook 4350.3, REV-1, CHG-4, Section 3-23]**

In selecting a family to occupy a particular unit, the CCHA may match characteristics of the family with the type of unit available, for example, number of bedrooms [24 CFR 5.655(b)(4)]. HUD does not specify the number of persons who may live in units of various sizes. Although the CCHA does determine the size of unit the family qualifies for under the occupancy standards, the CCHA does not determine who shares a bedroom/sleeping room. Occupancy standards will be applied in a manner consistent with fair housing requirements. Applicants will be housed in a unit size appropriate for their household.

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Live-in aides and foster children and adults are considered members of the household, not the family. While the income and assets of these household members are excluded when determining initial eligibility, all members of the household, including foster children and adults and any live-in aides, are considered for purposes of unit size. HUD defines a foster adult as a member of the household who is 18 years or older and meets the definition of a foster adult under state law. State-level agencies define who is considered a foster adult/child, so the classification may vary from state to state. In general, a foster adult is unable to live independently due to a debilitating physical or mental condition and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.

HUD defines a foster child as a member of the household who meets the definition of a foster child under state law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction.

In accordance with HUD Handbook 4350.3, REV-1, CHG 4, household members include, but are not limited to the following:

- All full-time family members
- All anticipated children, defined as the following:
  - Children expected to be born to a pregnant woman
  - Children in the process of being adopted by an adult family member
  - Children whose custody is being obtained
  - Foster children who will reside in the unit
  - Children who are temporarily in a foster home who will return to the family
  - Children in joint custody arrangements who are present in the household 50 percent or more of the time
- Children who are away at school and who live at home during recesses
- Live-in aides
- Foster adults living in the unit

CCHA Policy

The CCHA will reference the following standards in determining the appropriate unit bedroom size for a family:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1 BR	1	2
2 BR	2	4
3 BR	3	6

## Chapter 5

### PROGRAM ELIGIBILITY

The CCHA is responsible for ensuring that every individual and family admitted to the program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted. The family must provide any information needed by the CCHA to confirm eligibility and determine the level of the family's assistance.

In addition to meeting the requirements listed in this section, in order to be eligible:

- The unit for which the applicant household is applying will be the household's sole place of residence.
- At the time of admission, the applicant may not be receiving rental assistance in another unit unless that assistance will be terminated at the time of admission.

#### **5-A. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [HUD Handbook 4350.3, REV-1, CHG-4, Section 3-12; 24 CFR 5, Subpart E]**

Housing assistance is not available to persons who are not citizens, nationals, or eligible immigrants. Prorated assistance is provided for "mixed families" containing both eligible and ineligible persons. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with the CCHA's Limited English Proficiency (LEP) Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

The family must provide a certification that identifies each family member as a U.S. citizen, a U.S. national, an eligible noncitizen, or an ineligible noncitizen, and submit the documents discussed below for each family member. Once eligibility to receive assistance has been verified for an individual it need not be collected or verified again during continuously assisted occupancy [24 CFR 5.508(g)(5)].

#### **Declaration [24 CFR 5.508]**

HUD requires each family member to declare whether the individual is a citizen, a national, or an eligible noncitizen, except those members who elect not to contend that they have eligible immigration status. Those who elect not to contend their status are considered to be ineligible noncitizens. For citizens, nationals, and eligible noncitizens, the declaration must be signed personally by the head, spouse, cohead, and any other family member 18 years of age or older, and by a parent or guardian for minors. The family must identify in writing any family members who elect not to contend their immigration status (see Ineligible Noncitizens below). No declaration is required for live-in aides, foster children, or foster adults.

#### ***U.S. Citizens and Nationals***

In general, citizens and nationals are required to submit only a signed declaration that claims their status. However, HUD regulations permit the CCHA to request additional documentation of their status, such as a birth certificate or U.S. passport.

#### CCHA Policy

Family members who declare citizenship or national status will be required to provide additional documentation including, but not limited to, a birth certificate or U.S. passport.

#### ***Eligible Immigrants***

All family members claiming eligible immigration status must declare their status in the same manner as U.S. citizens and nationals.

For family members age 62 or older who claim to be eligible immigrants, proof of age is required. No further verification of eligible immigration status is required.

For family members under the age of 62 who claim to be eligible immigrants, the CCHA must verify immigration status with the U.S. Citizenship and Immigration Services (USCIS).

The CCHA will follow all USCIS protocols for verification of eligible immigration status.

### ***Ineligible Noncitizens***

Those noncitizens who do not wish to contend their immigration status are required to have their names listed on a noncontending family members listing, signed by the head, spouse, or cohead (regardless of citizenship status), indicating their ineligible immigration status. The CCHA is not required to verify a family member's ineligible status and is not required to report an individual's unlawful presence in the U.S. to the United States Citizenship and Immigration Services (USCIS).

### **5-B. SOCIAL SECURITY NUMBERS [24 CFR 5.216; Notice 2023-10]**

The family must provide documentation of a valid Social Security number (SSN) for each member of the household, with the exception of individuals who do not contend eligible immigration status. Exemptions also include existing residents who were at least 62 years of age as of January 31, 2010, and had not previously disclosed an SSN.

The CCHA must accept the following documentation as acceptable evidence of the Social Security number:

- An original SSN card issued by the Social Security Administration (SSA)
- An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual

While CCHA must attempt to gather third-party verification of SSNs prior to admission as listed above, CCHA also have the option of accepting a self-certification and a third-party document (such as a bank statement, utility or cell phone bill, or benefit letter) with the applicant's name printed on it to satisfy the SSN disclosure requirement if the CCHA has exhausted all other attempts to obtain the required documentation. If verifying an individual's SSN using this method, the CCHA must document why the other SSN documentation was not available.

If the tenant's SSN becomes verified in EIV, then no further verification is required. If the tenant's SSN fails the SSA identity match, then the CCHA must obtain a valid SSN card issued by the SSA or an original document issued by a federal or state government agency that contains the name of the individual and the SSN of the individual, along with other identifying information of the individual. The tenant's assistance must be terminated if they fail to provide the required documentation.

#### CCHA Policy

The CCHA will verify an individual's SSN in the situations described above using the method described above as a last resort when no other forms of verification of the individual's SSN are available.

The CCHA may only reject documentation of an SSN provided by an applicant or resident if the document is not an original document, if the original document has been altered, mutilated, or illegible, or if the document appears to be forged.

For applicant families, if all household members have not disclosed and/or provided verification of SSNs for all household members at the time a unit is available and offered to the household, the next eligible applicant will be offered the available unit. The applicant family that has not disclosed SSNs for all household members must disclose and provide verification of SSNs for all household members within 90 days of the date of they are first offered a unit, during which time, the family may remain on the waiting list. If after 90 days of the first unit offer the applicant has not provided the SSN and verification documentation, the applicant will be determined ineligible and removed from the waiting list.

If an applicant family includes a child under six years of age who joined the household within the six months prior to the date of program admission, an otherwise eligible family may be admitted and must provide documentation of the child's SSN within 90 days. A 90-day extension will be granted if the CCHA determines that the resident's failure to comply was due to unforeseen circumstances and was outside of the resident's control.

When a resident requests to add a new household member who is at least six years of age, or who is under the age of six and has an SSN, the resident must provide the complete and accurate SSN assigned to each new member at the time of reexamination or recertification, in addition to the documentation required to verify it. The CCHA may not add the new household member until such documentation is provided.

When a resident requests to add a new household member who is under the age of six and has not been assigned an SSN, the resident must provide the SSN assigned to each new child and the required documentation within 90 calendar days of the child being added to the household. A 90-day extension will be granted if the CCHA determines that the resident's failure to comply was due to unforeseen circumstances and was outside of the resident's control. During the period the CCHA is awaiting documentation of the SSN, the child will be counted as part of the assisted household. If an applicant family does not provide the required documentation within the proscribed timeframes, the applicant family's assistance will be terminated.

Social security numbers must be verified only once during continuously assisted occupancy.

Once the individual's verification status is classified as "verified," the CCHA may remove and destroy copies of documentation accepted as evidence of Social Security numbers. The retention of the EIV Summary Report or Income Report is adequate documentation of an individual's SSN.

#### CCHA Policy

After an individual's status is classified as "verified" in HUD's EIV system, the CCHA will retain copies of documentation accepted as evidence of Social Security numbers.

### **5-C. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612; FR Notice 4/10/06; FR Notice 9/21/16; HUD Handbook 4350.3, REV-1, CHG-4, Section 3-13]**

Section 327 of Public Law 109-115 and the implementing regulation at 24 CFR 5.612 established restrictions on the eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving Section 8 assistance as of November 30, 2005, is not living with his or her parents who are receiving Section 8 assistance, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive Section 8 assistance. If, however, a student in these circumstances is determined independent from their parents based on the Department of Education's definition of an *independent student*, which has been expanded to include "vulnerable youth" as defined below, the income of the student's parents will not be considered in determining the student's eligibility.

The Department of Education's definition of an *independent student* includes an individual who meets one or more of the following criteria:

- The individual is 24 years of age or older by December 31 of the award year
- The individual is an orphan, in foster care, or a ward of the court, or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older
- The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence
- The individual is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes
- The individual is a graduate or professional student
- The individual is married
- The individual has legal dependents other than a spouse
- The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting, by:
  - A local educational agency homeless liaison;
  - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
  - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
  - A financial aid administrator
- The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances

The law does not apply to students who reside with parents who are applying to receive Section 8 assistance. It is limited to students who are seeking assistance on their own, separately from their parents.

If a student is applying for assistance on their own, apart from their parents, the CCHA must determine whether the student is subject to the eligibility restrictions contained in 24 CFR 5.612. If the student is subject to those restrictions, the CCHA must ensure that: (1) the student is individually eligible for the program, (2) either the student is independent from their parents or the student's parents are income eligible for the program, (3) the "family" with which the student is applying is collectively eligible for the program, (4) is of legal contract age under state law, (5) has established a household separate from parents or legal guardians for at least one year, (6) is not being claimed as a dependent by parents or legal guardians pursuant to IRS regulations, and (7) obtains a certification of the amount of financial assistance provided by parents, signed providing the support.

#### **5-D. FAMILY CONSENT TO RELEASE OF INFORMATION [HUD Handbook 4350.3, REV-1, CHG-4, Section 5-12; Notice H 2023-10]**

The family must supply any information that the CCHA or HUD determines is necessary to the administration of the program and must consent to CCHA verification of that information.

All adult family members (and the head and spouse/cohead, regardless of age) are required to sign the Consent to Release of Information Forms HUD-9887 and 9887-A at admission.

On or after January 1, 2024, current residents must sign and submit a new Form HUD-9887 and 9887-A at their next interim or annual reexamination. This form will only be signed once. Another Form HUD-9887 and 9887-A will not be submitted to the CCHA except under the following circumstances:

- When any person 18 years or older becomes a member of the family;
- When a current member of the family turns 18; or
- As required by HUD or the CCHA in administrative instructions.

The CCHA has the discretion to establish policies around when family members must sign consent forms when they turn 18. The CCHA must establish these policies stating when family members will be required to sign consent forms at intervals other than at recertification.

#### CCHA Policy

Household members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Forms HUD-9887 and 9887A at the next recertification.

The CCHA may obtain any financial record from any financial institution, as the terms financial record and financial institution are defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the CCHA determines the record is needed to establish an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].

The executed form will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the CCHA to revoke consent.

All adult members must also sign all CCHA-created individual verification forms. If any family member who is required to sign a consent form fails to do so, the CCHA will deny admission to applicants or terminate the assistance of tenants.

However, this does not apply if the applicant, participant, or any member of their family, revokes their consent with respect to the ability of the CCHA to access financial records from financial institutions, unless the CCHA establishes a policy that revocation of consent to access financial records will result in denial or termination of assistance or admission [24 CFR 5.232(c)]. The CCHA may not process interim or annual reexaminations of income without the family's executed consent forms.

#### CCHA Policy

The CCHA has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with CCHA policy.

In order for a family to revoke their consent, the family must provide written notice to the CCHA.

**Within 5 business days** of the date the family provides written notice, the CCHA will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, the CCHA will notify their local HUD office.

## Chapter 6

### SCREENING CRITERIA

Screening is the determination that an otherwise eligible household has the ability to pay rent on time and meet the requirements of the lease. CCHAs are required to establish written screening criteria to prohibit admission of certain individuals and are permitted to establish additional written screening criteria to determine whether applicants will be suitable tenants.

Live-in aides are screened using the same requirements listed for applicants, with the exception of any criteria involving credit or ability to pay rent.

The cost of screening must not be charged to applicants.

#### **6-A. REQUIRED DENIAL OF ADMISSION [HUD Handbook 4350.3, REV-1, CHG-4, Section 4-7; 24 CFR Part 5, Subpart I]**

HUD requires the CCHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally assisted housing in the last three years for drug-related criminal activity. HUD permits but does not require the CCHA to admit an otherwise-eligible family if the household member has completed an CCHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

##### CCHA Policy

The CCHA will not admit an otherwise-eligible family who was evicted from federally assisted housing within the past three years for drug-related or violent criminal activity under any circumstances.

- The CCHA determines that any household member is determined to be currently engaged in the illegal use a controlled substance (e.g., marijuana). A controlled substance is defined in section 102 of the Controlled Substances Act [21 U.S.C. 802].

##### CCHA Policy

*Currently engaged in* is defined as any use of illegal drugs during the previous three years.

- The CCHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

##### CCHA Policy

In determining reasonable cause, the CCHA will consider all credible evidence, including but not limited to, any record of convictions of household members related to the use of illegal drugs or the abuse of alcohol. Any household member is subject to a registration requirement under a state sex offender registration program as long as they remain on the list.

##### CCHA Policy

At the time of application processing, the CCHA will screen all applicants and household members for state sex offender registration in all states where the applicant and members of the applicant's household have resided using the Dru Sjodin National Sex Offender Database (<http://www.nsopw.gov>).

If it is determined that a household member is subject to a state lifetime sex offender registration requirement, or any other sex offender registration requirement, the household will be denied, or assistance will be terminated. For applicant households the application will be denied.

The CCHA will screen all household members for state sex offender registration and criminal history at the time of each resident's annual recertification. Should there be any evidence that any member of the applicant/resident household is subject to a state lifetime sex offender registration program or that any prior records have been falsified or not properly disclosed, or that a criminal history is discovered that violates the above policies in effect at the time of the annual recertification, the resident's lease may be immediately terminated.

- Any member of the family fails to sign and submit consent forms for obtaining information.
- The family does not meet the restrictions on net assets and real property ownership as required by 24 CFR 5.618.

#### **6-B. ASSET LIMITATION [24 CFR 5.618]**

There are two circumstances under which a family is ineligible to receive assistance based on asset ownership.

First, assistance may not be provided to any family if the family's net assets exceed \$51,600 (adjusted annually by HUD).

Second, the family has real property (as defined under state law in which the property is located) that is suitable for occupancy by the family as a residence and the family has:

- A present ownership interest in the real property; and
- A legal right to reside in the real property; and
- The effective legal authority to sell (based on state or local laws of the jurisdiction where the property is located) the real property.

The CCHA does not have the discretion not to enforce or provide limited enforcement of the asset limitation at admission. However, the real property restriction does not apply in the following circumstances:

- Any property for which the family is receiving assistance for a manufactured home under 24 CFR 982.620 or under the HCV Homeownership program;
- Any property that is jointly owned by a member of the family and at least one non-household member who does not live with the family, if the non-household member resides at the jointly owned property; or
- Any family that is offering the property for sale; or
- Any person who is a victim of domestic violence, dating violence, sexual assault, or stalking.
  - When a family asks for an exception because a family member is a victim of domestic violence, dating violence, sexual assault, or stalking, the CCHA must comply with all the confidentiality requirements under the Violence Against Women Act (VAWA). The CCHA must accept a self-certification from the family member, and the restrictions on requesting documentation under VAWA apply.

A property is considered *suitable for occupancy* unless the family demonstrates that it:

- Does not meet the disability-related needs for all members of the family (e.g., physical accessibility requirements, disability-related need for additional bedrooms, proximity to accessible transportation, etc.);
- Is not sufficient for the size of the family;

CCHA Policy

The CCHA defines *not sufficient for the size of the family* as being overcrowded based on the CCHA's occupancy standards in Chapter 4 of this policy.

- Is geographically located so as to be a hardship for the family (e.g., the distance or commuting time between the property and the family's place of work or school would be a hardship to the family, as determined by the CCHA);

CCHA Policy

In general, the CCHA defines a *geographic hardship* to include when a family members' work, school, health care provider, or other necessary service is located an unreasonable distance from the real property or there is a lack of adequate transportation options for the family to access work, school, health care, or other necessary services. The CCHA will consider circumstantial details a family faces when determining whether a geographical hardship is present.

- Is not safe to reside in because of the physical condition of the property (e.g., property's physical condition poses a risk to the family's health and safety and the condition of the property cannot be easily remedied); or
- Is not a property that a family may reside in under the state or local laws of the jurisdiction where the property is located.

If a family meets one of the above exceptions, the real property is not automatically excluded from the calculation of net family assets. Unless the real property is specifically excluded from net family assets as described in 24 CFR 5.603, it will be included in net family assets. If the value of that real property brings the net family assets above \$100,000 (as adjusted for inflation), the family is out of compliance with the asset limitation.

**Asset Limitation for Residents**

The CCHA has discretion with respect to the application of the asset limitation at annual and interim recertification. The CCHA may adopt a written policy of total nonenforcement, enforcement, or limited enforcement as well as adopting exception policies.

CCHA Policy

The CCHA has adopted a policy of enforcement of the asset limitation for all residents. All families who are found to be out of compliance with the asset limitation at any annual or interim recertification will have their assistance terminated within six months of the effective date of that recertification. No family will be given an opportunity to cure noncompliance.

**Within 5 business days** of completing the family's recertification in which the family violates the asset limitation, the CCHA will provide the family with written notice stating the family is out of compliance with the asset limitation, and CCHA policy calls for termination of assistance within six months. The notice will include the date the family's assistance will be terminated, and provide 30-day's notice of rent increase, including the new rent amount.

## 6-C. OTHER PERMITTED REASONS FOR DENIAL OF ADMISSION

The CCHA is responsible for screening family behavior and suitability for tenancy.

### CCHA Policy

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three years, the family will be denied admission:

*Drug-related criminal activity*, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug

*Violent criminal activity*, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Criminal activity that may threaten the health, safety, or welfare of other tenants

Criminal activity that may threaten the health or safety of CCHA staff, contractors, subcontractors, or agents.

Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Evidence of such criminal activity includes, but is not limited to, any record of convictions for suspected drug-related or violent criminal activity of household members within the past three years.

The CCHA will deny admission to an applicant family if the CCHA determines that the family:

Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past three years

Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past three years which may adversely affect the health, safety, or welfare of other tenants

Owes rent or other amounts to this or any other O/A or PHA in connection with any assisted housing program

Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition, or rent

Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program

Has engaged in or threatened violent or abusive behavior toward CCHA personnel

*Abusive or violent behavior towards CCHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

## **6-D. CONSIDERATION OF CIRCUMSTANCES**

HUD authorizes the CCHA to consider all relevant circumstances when deciding whether to deny admission based on a family's history except in the situations for which denial of admission is mandated.

In the event the CCHA receives unfavorable information with respect to an applicant, consideration must be given to the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). In a manner consistent with its policies, CCHA may give consideration to factors that might indicate a reasonable probability of favorable future conduct.

### CCHA Policy

The CCHA will consider the following facts and circumstances prior to making its decision:

The seriousness of the case, especially with respect to how it would affect other residents' safety or property

The effects that denial of admission may have on other members of the family who were not involved in the action or failure to act

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or a victim of domestic violence, dating violence, sexual assault, or stalking

The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future

While an arrest will not be considered, the CCHA may obtain a police report and consider:

Any statements made by witnesses or the applicant not included in the police report

Whether criminal charges were filed

Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal

Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity

Evidence of criminal conduct, if it indicates a demonstrable risk to safety or property

Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs

In the case of drug or alcohol abuse, the CCHA will consider whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully.

The CCHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

Further, the CCHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history,

poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the CCHA's policies.

While the CCHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the CCHA in accordance with Chapter 8 of this TSP that their status as a victim is directly related to the grounds for the denial. The CCHA will request that the applicant provide enough information to the CCHA to allow the CCHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.

### **Removal of a Family Member's Name from the Application**

#### CCHA Policy

All applicant household members will be processed together as one approval or rejection for rental assistance and a unit. If any household member fails to meet the requirements of this tenant selection plan, the entire applicant household will be rejected.

### **Reasonable Accommodation**

#### CCHA Policy

If the family indicates that the behavior of a family member with a disability is the reason for the proposed denial of admission, the CCHA will determine whether the behavior is related to the disability. If so, upon the family's request, the CCHA will determine whether alternative measures are appropriate as a reasonable accommodation. The CCHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed denial of admission.

### **Personal References**

#### CCHA Policy

The CCHA will request that three personal references be provided by all applicants.

### **6-E. CREDIT HISTORY**

#### CCHA Policy

In order for a credit report to be considered acceptable, the credit report may show minor, moderate, or limited credit problems within the last three years. A lack of a credit history will not automatically result in an application being denied.

The CCHA will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

## **6-F. RENTAL HISTORY**

### CCHA Policy

In order to determine the suitability of applicants, the CCHA will examine applicant history for the past three years.

Any one of the following by any household member listed on the application may result in rejection of the application:

Any history that the applicant has moved out of a residence owing a balance

Any eviction from a previous residence in the last three years for eviction from federally assisted housing for drug-related criminal activity

Four or more late payments of rent within a 12-month period from a current or previous residence

Any one report that the applicant, or their household members or guests, were destructive to the unit or common areas at a current or previous residence

Any one report that the applicant has or had poor housekeeping habits rising to the level of a health or safety threat from a current or previous residence

Any one report that the applicant caused or was involved in disturbances at a current or previous residence

Any one report that the applicant did not abide by the rules and regulations at a current or previous residence

The CCHA will also consider utility company references covering the monthly amount of utilities, late payment, disconnection, return of a utility deposit, and whether the applicant can get utilities turned on in their name. (Use of this inquiry will be reserved for applicants applying for units where there are tenant-paid utilities.)

If an applicant has no rental payment history, the CCHA will check court records of financial judgments and credit reports. A lack of rental history will not disqualify someone from becoming a resident, but a poor rental history may.

The CCHA will not conduct housekeeping inspections for applicant families.

## **6-G. EXISTING TENANT SEARCH**

As part of the application review process, HUD requires that the CCHA use the EIV system to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. The Existing Tenant Search will indicate if an applicant or any member of the household is currently receiving subsidy at another community. This report will be printed and maintained in the application file in accordance with HUD's recordkeeping requirements.

### CCHA Policy

If the EIV Existing Tenant Search reveals that the applicant or a member of the applicant's household is currently receiving HUD rental assistance at another residence, the CCHA must follow up first with the resident to discuss the details of their circumstances, and then with the respective O/A or PHA to confirm the individual's program participation status prior to admission.

The CCHA will also attempt to coordinate move-out and move-in dates with the resident and the respective O/A or PHA at the other location.

In addition, applicants will be verbally notified that rental assistance will not be provided for the new unit until the day after assistance stops in the current residence, as identified in TRACS.

#### **6-H. MISREPRESENTATION OF INFORMATION**

An application will be rejected if during the course of processing it becomes evident that an applicant or any applicant household member has falsified or otherwise misrepresented any facts about their current situation, history, or behavior in a manner that would affect eligibility or applicant selection criteria qualifications, including preferences, income, assets, allowances, or rent. This provision shall not be applied to minor and unintentional mistakes that produce no benefit to the applicant.

## Chapter 7

### UNIT TRANSFER POLICY

#### 7-A. TRANSFER REQUESTS

The CCHA is required to develop written unit transfer policies in the TSP that include transfer waiting lists, acceptable reasons for transfers, procedures for filling vacancies, and whether unit transfers take priority over applicants from the property waiting list.

The CCHA's transfer policy must be reasonable, must ensure that families are not discriminated against based on race, color, religion, sex, national origin, age, familial status, and disability, and must be applied consistently.

#### CCHA Policy

##### **I. Purpose**

**This policy establishes the standards and procedures for resident transfers within Clarion County Housing Authority housing developments. Transfers may be initiated to address resident needs, ensure compliance with HUD and Rural Development regulations, and/or support efficient use of available housing stock.**

##### **II. Types of Transfers**

###### **1. Emergency Transfers**

- For immediate threats to health or safety (e.g., domestic violence, natural disaster, major maintenance failure).**
- Require prompt action; resident may be moved before a formal written request is completed.**

###### **2. Medical/Reasonable Accommodation Transfers**

- For residents with verified disabilities or medical conditions requiring a different unit (e.g., first-floor unit, accessible features).**
- Supported by appropriate documentation.**

###### **3. Occupancy Standard Transfers**

- When household size has changed and the current unit is under- or over-housed according to HUD/RD occupancy standards.**

###### **4. Administrative Transfers**

- Initiated by management to address property needs (e.g., rehabilitation, unit consolidation, or resolving serious resident conflicts).**

###### **5. Resident-Initiated Transfers (Other)**

- May be considered when a resident requests relocation for personal reasons not covered above.**
- Approval is subject to unit availability and resident's compliance with lease requirements.**

### III. Eligibility Criteria

To qualify for a transfer, residents must:

- Be current on rent and other charges, unless transfer is required as a reasonable accommodation or emergency.
- Be in compliance with the lease and community rules.
- Have maintained the current unit in acceptable condition, subject to inspection.

### IV. Priority Order

Transfers will be processed in the following order:

1. Emergency transfers
2. Reasonable accommodation/medical transfers
3. Occupancy standard transfers
4. Administrative transfers
5. Resident-initiated transfers (other)

### V. Application Process

- Residents must submit a written transfer request, except in emergency cases.
- Requests will be reviewed and approved by the Executive Director or designee.
- Supporting documentation (e.g., medical verification, court order, police report) may be required depending on transfer type.

### VI. Unit Assignment

- Transfers will be limited to available and appropriately sized units.
- Residents may decline one offer of a suitable unit without losing transfer eligibility; a second refusal may result in removal from the transfer list (except for emergency or reasonable accommodation transfers).

### VII. Transfer Costs

- The resident is responsible for all moving costs, unless the transfer is an emergency, reasonable accommodation, or management-initiated transfer.
- In those cases, Clarion County Housing Authority may assume reasonable moving expenses, consistent with HUD/RD guidance.

### VIII. Lease and Security Deposit

- A new lease must be executed for the new unit.
- Security deposits may be transferred or adjusted according to Clarion County Housing Authority policy.

**- Any outstanding charges must be resolved at the time of transfer, unless waived under emergency or accommodation conditions, with approval from the Executive Director or designee.**

#### **IX. Recordkeeping and Reporting**

**- All transfer requests, decisions, and related documentation will be maintained in the resident's file.**

**- Transfers will be reported to HUD/RD as required.**

#### **X. Policy Review**

**This policy will be reviewed periodically and updated as needed to ensure compliance with HUD regulations and fair housing requirements.**

#### **Violence Against Women Act (VAWA)**

For a verified incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking. For instances of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the threat may be established through documentation outlined in Chapter 8. In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383), although, the CCHA may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the CCHA accepts an individual's statement, the CCHA will document acceptance of the statement in the individual's file in accordance with Chapter 8 of this TSP.

The CCHA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, stalking, or human trafficking. The CCHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. The CCHA defines *immediately available* as a vacant unit that is ready for move-in within a reasonable period of time, not to exceed 14 days.

The CCHA has adopted an emergency transfer plan, which is included as Exhibit 8-1 to this plan. These transfers are mandatory.

#### **7-C. TRANSFER LIST**

##### **CCHA Policy**

Emergency transfers will not automatically go on the transfer list. Instead, emergency transfers will be handled immediately, on a case-by-case basis. If the emergency cannot be resolved by a temporary accommodation, and the resident requires a permanent transfer, the family will be placed at the top of the transfer list.

Transfers will be processed in the following order:

1. Emergency transfers (hazardous maintenance conditions, VAWA)
2. High-priority transfers (verified medical condition, and reasonable accommodation)
3. Transfers to alleviate verified medical problems of a serious or life-threatening nature
4. Transfers to make accessible units available
5. Demolition, renovation, etc.

6. Occupancy standards
7. Other CCHA-required transfers

Within each category, transfers will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.

Transfers will take precedence over waiting list admissions.

## Chapter 8

### THE VIOLENCE AGAINST WOMEN ACT (VAWA)

#### 8-A. OVERVIEW

The Violence against Women Reauthorization Act (VAWA) provides special protections for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking who are applying for or receiving assistance under the PBRA program. If state or local laws provide greater protection for such victims, those apply in conjunction with VAWA.

- Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA. In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.

In addition to definitions of key terms used in VAWA, this chapter contains general VAWA requirements and CCHA policies in three areas: notification, documentation, and confidentiality, as well as the CCHA's Emergency Transfer Plan required under VAWA.

#### 8-B. DEFINITIONS [24 CFR 5.2003]

As used in VAWA:

- The term *affiliated individual* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that individual, or an individual to whom that person stands in the position or place of a parent; or
  - Any individual, tenant or lawful occupant living in the household of the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- The term *bifurcate* means, with respect to a PBRA or a Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *domestic violence* includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding, and in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is:
  - The current or former spouse or intimate partner of the victim, or person similarly situated to a spouse or intimate partner of the victim

- A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner
- A person with whom the victim shares a child in common
- A person who commits acts against a youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction
- The term *economic abuse* means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, and manipulation to:
  - Restrict a person's access to money, assets, credit, or financial information
  - Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage
  - Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or to whom one has a fiduciary duty.
- The term *sexual assault* means:
  - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent
- The term *stalking* means:
  - To engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- The term *technological abuse* means an act or pattern of behavior that occurs within domestic violence, dating violence, sexual assault, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor another person, except as otherwise permitted by law, that occurs using any form of technology, including but not limited to:
  - Internet enabled devices
  - Online spaces and platforms
  - Computers
  - Mobile devices
  - Cameras and imaging programs
  - Apps
  - Location tracking devices
  - Communication technologies
  - Any other emerging technologies

## **8-C. NOTIFICATION [24 CFR 5.2005(a)]**

### **Notification to Public**

The CCHA adopts the following policy to help ensure that all actual and potential beneficiaries of its program are aware of their rights under VAWA.

#### CCHA Policy

The CCHA will post the following information regarding VAWA in its administrative office. It will also make the information readily available to anyone who requests it.

A copy of form HUD-5380, Notice of Occupancy Rights Under the Violence Against Women Act (Exhibit 8-1)

A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking and Alternate Documentation (Exhibit 8-2)

A copy of the CCHA's emergency transfer plan (Exhibit 8-3)

A copy of the CCHA's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking Form HUD-5383 (Exhibit 8-4)

The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY)

Contact information for local victim advocacy groups or service providers

#### **Notification to Applicants and Tenants [24 CFR 5.2005(a)]**

The CCHA must provide the Notice of Occupancy Rights (HUD-5380) and certification form (HUD-5382) at admission, and along with any notice of denial or eviction.

##### CCHA Policy

The CCHA will provide all applicants with information about VAWA at the time they request an application for housing assistance. The CCHA will also include such information in all notices of denial of assistance.

The CCHA will provide all tenants with information about VAWA at the time of admission and at annual recertification. The CCHA will also include such information in all termination of assistance and termination of tenancy (eviction) notices.

The CCHA is not limited to providing VAWA information at the times specified in the above policy.

##### CCHA Policy

Whenever the CCHA has reason to suspect that providing information about VAWA to a tenant or affiliated individual might place a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking at risk, it will attempt to deliver the information by hand directly to the victim, or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the CCHA may decide not to send mail regarding VAWA protections to the victim's unit if the CCHA believes the perpetrator may have access to the victim's mail, unless requested by the victim.

When discussing VAWA with the victim, the CCHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.

The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

## **8-D. VAWA COMPLAINT PROCESSING [Notice FHEO 2023-01]**

A complainant may, not later than one year after an alleged VAWA violation has occurred or terminated, file a complaint with FHEO alleging such violation. If there is a violation that began prior to a year before the complaint is filed, but it continues into the one-year time period, HUD will accept the complaint. FHEO will investigate the complaint if it is timely and FHEO otherwise has jurisdiction. If a complaint is filed more than one year after the alleged violation occurred or terminated, FHEO may, but is not required to, investigate the allegations under the additional authority and procedures described in FHEO 2023-01.

Complaints do not need to allege a violation of the Fair Housing Act for FHEO to accept and investigate the complaint.

### CCHA Policy

Applicants or tenant families who wish to file a VAWA complaint against the CCHA may notify the CCHA either orally or in writing.

The CCHA will advise the family of their right to file a VAWA complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). The CCHA will inform the family that not later than one year after an alleged VAWA violation has occurred or terminated, applicants and tenants who believe they have been injured by a VAWA violation or will be injured by such a violation that is about to occur may file a VAWA complaint using FHEO's online complaint form via mail, email, or telephone.

The CCHA will attempt to remedy complaints made against the CCHA and will conduct an investigation into all allegations of discrimination.

The CCHA will keep a record of all complaints, investigations, notices, and corrective actions.

**The VAWA Transfer Plan, notices, and forms can be found in Appendix A of this policy.**

## **8-E. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY**

### **Family Breakup**

Except under the following conditions, the CCHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up:

- If the family breakup results from an occurrence of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the CCHA must ensure that the victim retains assistance. (For documentation requirements and policies related to domestic violence, dating violence, sexual assault, stalking, and human trafficking, see Section 8-F of this plan.)
- If a court determines the disposition of property between members of the assisted family, the CCHA is bound by the court's determination of which family members continue to receive assistance.

### CCHA Policy

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may submit a new application with a new application date if the waiting list is open.

If a family breaks up into two otherwise eligible families while living on the property, only one of the new families will retain occupancy of the unit.

If a court determines the disposition of property between members of an applicant or resident family, the CCHA will abide by the court's determination.

In the absence of a judicial decision or an agreement among the original family members, the CCHA will determine which family will retain their placement on the waiting list or continue in occupancy. In making its determination, the CCHA will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements; (2) the interest of any ill, elderly, or disabled family members; (3) the interest of any family member who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including a family member who was forced to leave a HUD-assisted unit as a result of such actual or threatened abuse, and provides documentation in accordance with section 8-F of this TSP; (4) any possible risks to family members as a result of criminal activity; and (5) the recommendations of social service professionals.

### **8-F. DOCUMENTATION [24 CFR 5.2007]**

When CCHA is presented with a claim for initial or continued assistance based on status as a victim or threatened victim of domestic violence, dating violence, sexual assault, stalking, human trafficking, or criminal activity related to any of these forms of abuse may—but is not required to—request that the individual making the claim document the abuse. Any request for documentation must be in writing, and the individual must be allowed at least 14 business days after receipt of the request to submit the documentation. The CCHA may extend this time period at its discretion. However, in the case of conflicting certifications, the CCHA may require documentation within 30 days from the date of the request [24 CFR 5.2007(a)].

The individual may satisfy the CCHA's request by providing any one of the following three forms of documentation [24 CFR 5.2007(b)]:

1. A completed and signed HUD-approved certification form (HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking and Alternate Documentation)
2. A federal, state, tribal, territorial, or local police report or court record, or an administrative record
3. Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault, stalking, or human trafficking or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider, an attorney, a mental health professional, or a medical professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.

The CCHA may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below under "Conflicting Documentation," nor may it require certification in addition to third-party documentation [24 CFR 5.2007(b)(2)].

#### CCHA Policy

Any request for documentation of domestic violence, dating violence, sexual assault, stalking or human trafficking, will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

The CCHA may, at its discretion, extend the deadline for **5 business days**. In determining whether to extend the deadline, the CCHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the CCHA will be in writing.

Once the victim provides documentation, the CCHA will acknowledge receipt of the documentation within **5 business days**.

A hearing will be held by a third party, upon mutual agreement by the CCHA and involved parties, within **5 business days** of receipt of documentation. Notification of the outcome of the hearing will be provided in writing to the involved parties within **5 business days** of the meeting.

### **Conflicting Documentation [24 CFR 5.2007(b)(2)]**

In cases where the CCHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the CCHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3). The CCHA may also request third-party documentation when submitted documentation contains information that conflicts with existing information already available to the CCHA. The CCHA must honor any court orders issued to protect the victim or to address the distribution of property. In cases of conflicting information, the CCHA may require an applicant or tenant to submit third-party documentation within 30 calendar days of the date of the request for the third-party documentation.

#### CCHA Policy

If presented with conflicting certification documents (two or more forms HUD-5382) from members of the same household, the CCHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(b)(2) and by following any HUD guidance on how such determinations should be made.

If the CCHA does not receive third-party documentation within the required timeframe (and any extensions), the CCHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial.

The individuals requesting relief under VAWA will have 30 calendar days to submit third-party documentation. The CCHA may, at its discretion, extend the deadline **for 5 business days**. Any extension granted by the CCHA will be in writing.

When requesting third-party documents, the CCHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.

### **Discretion to Require No Formal Documentation [24 CFR 5.2007(b)(1)(iv)]**

The CCHA has the discretion to provide benefits to an individual based solely on the individual's statement or other corroborating evidence—i.e., without requiring formal documentation of abuse in accordance with 24 CFR 5.2007(b). HUD recommends documentation in a confidential manner when a verbal statement or other evidence is accepted.

#### CCHA Policy

If the CCHA accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault, stalking, or human trafficking,

the CCHA will document acceptance of the statement or evidence in a separate file, away from the resident's file, in a secure place.

**Failure to Provide Documentation [24 CFR 5.2007(a)(2)]**

In order to deny relief for protection under VAWA, the CCHA must provide the individual requesting relief with a written request for documentation of abuse. If the individual fails to provide the documentation within 14 business days from the date of receipt, or such longer time as the CCHA may allow, the CCHA may deny relief for protection under VAWA.

**8-G. CONFIDENTIALITY [24 CFR 5.2007(c)]**

All information provided to the CCHA regarding domestic violence, dating violence, sexual assault, stalking, or human trafficking, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, must be retained in confidence. This means that the CCHA (1) may not enter the information into any shared database, (2) may not allow employees or others to access the information unless they are explicitly authorized to do so and have a need to know the information for purposes of their work, and (3) may not provide the information to any other entity or individual, except to the extent that the disclosure is (a) requested or consented to by the individual in writing, (b) required for use in an eviction proceeding, or (c) otherwise required by applicable law.

CCHA Policy

If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the CCHA will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

## Chapter 9

### PROVISIONS REQUIRED UNDER HOTMA

#### 9-A. OVERVIEW

On July 29, 2016, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937. Title I of HOTMA contains 14 different sections that impact the public housing and Section 8 programs. The final rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA was officially published in the *Federal Register* on February 14, 2023. HUD issued notice H 2023-10 to provide guidance to CCHAs on the implementation of the program changes described in the final rule. The notice required that for certain topic areas, CCHAs establish policies in the Tenant Selection Plan. This chapter details the CCHA's policies in those areas.

#### 9-B. DE MINIMIS ERRORS [24 CFR 5.609(c)(4); Notice H 2023-10]

CCHA will not be considered out of compliance solely due to de minimis errors in calculating family income. De minimis errors occur when a CCHA's determination of a family's income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (or \$360 in annual adjusted income). CCHA will not be issued a finding by HUD or the Contract Administrator for de minimis errors in income calculation. As the CCHA become aware of the existence of an income calculation error, they are obligated to correct the error(s) retroactive to the effective date of the action the error was made, regardless of the dollar amount associated with the error. The CCHA must take corrective action to credit or repay a family if the family was overcharged tenant rent, including when CCHA makes de minimis errors in the income determination. Families will not be required to repay the CCHA in instances where the CCHA miscalculated income resulting in a family being undercharged for rent. CCHA must state in the TSP how they will repay or credit a family the amount they were overcharged as a result of the CCHA's de minimis error in income determination.

When the resident overpaid because the resident failed to report in a timely manner, a retroactive rent decrease may not be applied by the grantee prior to the later of the first of the month following:

- The date of the change leading to the interim recertification of family income; or
- The effective date of the family's most recent previous interim or annual recertification (or initial certification if that was the family's last certification).

#### CCHA Policy

The CCHA will repay any family via check the amount that the family was overcharged retroactive to the effective date of the action the error was made, regardless of the dollar amount associated with the error, because of CCHA's error, including de minimis errors in income determination.

When the resident overpaid because the resident failed to report in a timely manner, a retroactive rent decrease will not be applied prior to the effective date of the family's most recent previous certification.

## **9-C. HARDSHIP EXEMPTIONS FOR HEALTH AND MEDICAL CARE AND REASONABLE ATTENDANT CARE AND AUXILLIARY APPARATUS EXPENSES [24 CFR 5.611(c); Notice H 2023-10]**

The regulations provide for two types of hardship exemption categories for families that qualify for unreimbursed health and medical care expenses and/or disability assistance expenses. A family will benefit from this hardship exemption only if the family has eligible expenses that can be deducted in excess of five percent of annual income. In order to claim unreimbursed health and medical care expenses, the family must have a head, cohead, or spouse that is elderly or a person with a disability. In order to claim unreimbursed reasonable attendant care and auxiliary apparatus expenses, the family must include a person with a disability, and the expenses must enable any member of the family (including the member who is a person with a disability) to be employed.

Families may be eligible for relief under one of two categories; phased-in relief or general relief, as defined below.

### **Phased-In Relief**

The first category is applicable to all families who received a deduction for unreimbursed health and medical care and/or reasonable attendant care or auxiliary apparatus expenses based on their most recent income review prior to January 1, 2024. The family must receive phased-in relief if they are determined to be eligible as of January 1, 2024. These families will begin receiving a 24-month phased-in relief at their next annual or interim recertification, whichever occurs first after the date on which the CCHA implements phased-in relief.

For these families, the threshold amount is phased-in as follows:

- The family is eligible for a deduction totaling the sum of expenses that exceeds 5 percent of annual income for the first 12 months.
- At the conclusion of 12 months, the family is eligible for a deduction totaling the sum of their expenses that exceed 7.5 percent of annual income for another 12 months.
- At the conclusion of 24 months, the standard threshold amount of 10 percent would be used, unless the family qualifies for relief under the general hardship relief category.
  - When an eligible family's phased-in relief begins at an interim recertification, the CCHA must process another transaction one year later to move the family along to the next phase. The transaction can be either an interim recertification if triggered, or a non-interim recertification transaction.

Prior to the end of the 24-month period, the family may request a hardship exemption under the second category as described below. If the family is found eligible under the second category, the hardship exemption under the first category ends, and the family's hardship is administered in accordance with the requirements listed below. Once a family requests general relief, the family may no longer receive phased-in relief.

The CCHA must track the 24-month phase-period for each eligible family, even if a family's expenses go below the appropriate phase-in percentage, during the first or second 12-month phase-in period. The phase-in must continue for families who move to another unit at the same property. When the family is treated as a new admission under a different property/program (e.g., the family moves from one multifamily property to another), unless the CCHA has a written policy to continue the phased-in relief

upon admission, the family's expense deduction will be calculated using the 10-percent threshold unless request for general relief is approved by the CCHA.

### CCHA Policy

The CCHA will not continue the phased-in relief for families who move and are treated as a new admission at the property. These families will be treated as new admissions and the sum of expenses that exceeds 10 percent of annual income will be used to calculate their adjusted income.

### **General Relief**

The second category is for families that can demonstrate:

- Their health and medical and/or disability assistance expenses increased (other than the transition to the higher threshold); or
- The family's financial hardship is a result of a change in circumstances (as defined in CCHA policy) that would not otherwise trigger an interim recertification.

The family may request a hardship exemption under the second category regardless of whether the family previously received the health and medical and/or disability assistance deductions or are currently or were previously receiving relief under the phased-in relief category above. HUD requires that the CCHA develop policies defining what constitutes a hardship for purposes of this exemption.

The CCHA must obtain third-party verification of the hardship or must document in the file the reason third-party verification was not available. CCHAs must attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

### CCHA Policy

To qualify for a hardship exemption, a family must submit a request in writing. The request must show that the family's health and medical and/or disability assistance expenses have increased (other than the transition to the higher threshold) and that the family's financial hardship is a result of a change in circumstances. The CCHA defines *a change in circumstances* as a decrease in income or increase in other expenses that has resulted in the family's financial hardship but does not, on its own, trigger an interim recert in accordance with CCHA policies.

Examples of circumstances constituting a financial hardship may include the following situations:

The family is awaiting an eligibility determination for a federal, state, or local assistance program, such as a determination for unemployment compensation or disability benefits;  
or

The family's income decreased because of a loss of employment, death of a family member, or due to a natural or federal/state declared disaster; or

Other circumstances as determined by the CCHA.

The family must provide third-party verification of the hardship with the request. If third-party verification is not available, the CCHA will document the file with the reason and will attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

The CCHA must promptly notify the family in writing of the change in the determination of adjusted income and the family's rent resulting from hardship exemptions. The notice must inform the family of when the hardship exemption will begin and expire [24 CFR 5.611(e)(2)].

#### CCHA Policy

The CCHA will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within 10 business days of the determination.

If the family qualifies for an exemption, the CCHA will include the date the hardship exemption will begin and the date it will expire.

If the family qualifies, the family will receive a deduction for the sum of eligible expenses that exceed five percent of annual income.

The family's hardship relief ends when the circumstances that made the family eligible for the relief are no longer applicable or after 90 days, whichever is earlier. However, the CCHA may, at its discretion, extend the relief for one or more additional 90-day periods while the family's hardship condition continues. CCHA is not limited to a maximum number of 90-day extensions.

The CCHA must establish written policies regarding the types of circumstances that will allow a family to qualify for a financial hardship and when such deductions may be eligible for additional 90-day extensions. CCHA must develop policies requiring families to report if the circumstances that made the family eligible for the hardship exemption are no longer applicable.

#### CCHA Policy

The CCHA will not grant 90-day extensions of a Health and Medical Care or Disability Assistance Hardship. The family must report within 10 business days if the circumstances that made the family eligible for the exemption no longer exist.

### **9-D. CHILD CARE EXPENSE HARDSHIP EXEMPTION [24 CFR 5.611(d) and Notice H 2023-10]**

A family whose eligibility for the child care expense deduction is ending may request a financial hardship exemption to continue receiving the deduction. If the family demonstrates to the CCHA's satisfaction that the family is unable to pay their rent because of the loss of the child care expense deduction, and that the child care expense is still necessary even though the family member is not working, looking for work, or seeking to further their education, the CCHA must recalculate the family's adjusted income and continue the child care deduction.

The CCHA must develop a policy to define what constitutes a hardship, which includes the family's inability to pay rent. The CCHA must obtain third-party verification of the hardship or must document in the file the reason third-party verification was not available. CCHAs must attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

#### CCHA Policy

For a family to qualify, they must demonstrate that their inability to pay rent would be as a result of the loss of this deduction. The CCHA defines this hardship as a potential decrease in income or increase in other expenses that would result from the loss of the child care expense and such loss would impact the family's ability to pay their rent.

Some factors to consider when determining if the family is unable to pay rent may include determining that the rent, utility payment, and applicable expenses (child care expenses or health and medical expenses) are more than 40 percent of the family's adjusted income, or verifying whether the family has experienced unanticipated expenses, such as large medical bills, that have affected their ability to pay their rent.

The family must also demonstrate that the child care expense is still necessary even though the family member is no longer employed or furthering their education. The CCHA will consider qualification under this criterion on a case-by case basis (for example, if the family member who was employed has left their job in order to provide uncompensated care to an elderly friend or family member who is severely ill and lives across town).

The family must provide third-party verification of the hardship with the request. If third-party verification is not available, the CCHA will document the file with the reason and will attempt to obtain third-party verification prior to the end of the 90-day hardship exemption period.

The CCHA must promptly notify the family in writing of the change in the determination of adjusted income and the family's rent resulting from hardship exemptions.

If the CCHA denies the request, the notice must specifically state the reason for the denial. CCHAs must provide families 30 days' notice of any increase in rent.

If the CCHA approves the request, the notice must inform the family of when the hardship exemption will begin and expire [24 CFR 5.611(e)(2)]. The notice must also state the requirement for the family to report to the CCHA if the circumstances that made the family eligible for relief are no longer applicable and that the family's adjusted income and tenant rent will be recalculated upon expiration of the hardship exemption.

#### CCHA Policy

The CCHA will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within 10 business days of the determination.

If the family qualifies for an exemption, the CCHA will include all required information listed above.

If the family qualifies, the hardship exemption and the resulting alternative adjusted income calculation must remain in place for a period of up to 90 days.

The CCHA may, at its discretion, extend the hardship exemptions for additional 90-day periods based on family circumstances and as stated in CCHA policies. CCHA is not limited to a maximum number of 90-day extensions. CCHA must develop policies requiring families to report if the circumstances that made the family eligible for the hardship exemption are no longer applicable.

CCHA must promptly notify families in writing if they are denied either an initial hardship exemption or an additional 90-day extension of the exemption. If the CCHA denies the request, the notice must specifically state the reason for the denial.

CCHA must notify the family if the hardship exemption is no longer necessary and the hardship exemption will be terminated because the circumstances that made the family eligible for the exemption are no longer applicable. The notice must state the termination date and provide 30 days' notice of rent increase, if applicable.

### CCHA Policy

The CCHA will not grant extensions of the Childcare Expense Hardship Exemption. The family must report within 10 days if the circumstances that made the family eligible for the hardship exemption are no longer applicable.

## **9-E. SELF-CERTIFICATION OF CERTAIN ASSETS**

### **Net Family Assets [24 CFR 5.603]**

For families with net assets totaling \$51,600 or less (adjusted annually for inflation), the CCHA may, but is not required to, accept the family's self-certification that the family's assets do not exceed \$51,600 without taking any additional steps to verify the accuracy of the declaration. The declaration must include the amount of income the family expects to receive from assets which must be included in the family's income, regardless of the total value of net family assets or whether the asset itself is included or excluded from net family assets, unless that income is specifically excluded by 24 CFR 5.609(b). This includes declaring income from checking and savings accounts which, although excluded from the calculation of net family assets (because the combined value of non-necessary personal property does not exceed \$51,600), may generate asset income. The CCHA may not calculate or include any imputed income from assets when net family assets total \$51,600 or less (adjusted annually for inflation). CCHAs must clarify during the self-certification process which assets are included or excluded from net family assets.

For CCHAs that choose to accept self-certification, the CCHA is required to obtain third-party verification of all assets, regardless of the amount, at least once every three years.

CCHAs who choose not to accept self-certifications of assets must verify all families' assets on an annual basis.

When net family assets have a total value over \$51,600 (adjusted annually for inflation), the CCHA may not rely on the family's self-certification. Third-party verification of assets is required. Income from assets in this situation is calculated using the following methods:

- If actual returns can be calculated for an asset, the CCHA must include actual income from the asset.
- If actual returns cannot be calculated, the CCHA must calculate imputed returns using the HUD-determined passbook rate, which is subject to change annually for inflation. Imputed income is calculated by multiplying the net cash value of the asset, after deducting reasonable costs that would be incurred in disposing of the asset, by the HUD-published passbook rate.
- If the CCHA can compute actual income from some but not all assets, the CCHA must compute actual returns where possible and use the HUD-determined passbook rate where actual income cannot be calculated.

When verification of assets is required, CCHA is required to obtain a minimum of one statement that reflects the current balance of banking/financial accounts.

### CCHA Policy

For families with net assets totaling \$51,600 or less, the CCHA will accept the family's self-certification of the value of family assets and anticipated asset income. The family's declaration must show each asset and the amount of income expected from that asset. All family members 18

years of age and older must sign the family's declaration. The CCHA reserves the right to require additional verification in situations where the accuracy of the declaration is in question. Any income the family expects to receive from assets will be included in the family's annual income. The family will be required to provide third-party verification of net family assets every three years.

When verification is required, in determining the value of checking or savings accounts, the CCHA will use the current balance as reflected on the most recent bank statement.

In determining the anticipated income from an interest-bearing checking or savings account when verification is required and the rate of return is known, the CCHA will multiply the current balance of the account by the current rate of interest paid on the account. If a checking account does not bear interest, the anticipated income from the account is zero.

### **Self-Certification of Real Property Ownership [24 CFR 5.618(b)(2)]**

The CCHA must determine whether a family has present ownership in real property that is suitable for occupancy for purposes of determining whether the family is compliant with the asset limitation. The CCHA may accept a self-certification from the family stating that the family does not have any present ownership in any real property. If the family certifies that they do not have any present ownership interest in real property, the CCHA may take that as sufficient to determine the family is not out of compliance with the real property restriction. If the family declares they have present ownership in real property, the CCHA must obtain third-party verification of the family's legal right to reside in the property, the effective legal authority to sell the property, and whether the property is suitable for occupancy by the family as a residence.

#### CCHA Policy

The CCHA will accept self-certification from the family that the family does not have any present ownership in any real property. The certification will state that the family does not have any present ownership interest in any real property and must be signed by all family members 18 years of age and older. CCHA reserves the right to require additional verification in situations where the accuracy of the declaration is in question.

If the family declares they have a present ownership in real property, CCHA will obtain third-party verification of the following factors: whether the family has the legal right to reside in the property; whether the family has effective legal authority to sell the property; and whether the property is suitable for occupancy by the family as a residence. However, in cases where a family member is a victim of domestic violence, dating violence, sexual assault, or stalking, the CCHA will comply with confidentiality requirements under 24 CFR 5.2007 and will accept a self-certification.

## **9-F. INTERIM RECERTIFICATIONS**

### **Interim Decreases [24 CFR 982.516(c)(2) and Notice H 2023-10]**

A family may request an interim determination of family income for any change since the last determination. However, the CCHA may decline to conduct an interim recertification if the CCHA estimates the family's adjusted income will decrease by an amount that is less than 10 percent of the family's adjusted income. The CCHA may set a lower threshold in the CCHA's policy such as performing

an interim for any decreases in adjusted income, although HUD prohibits the CCHA from setting a dollar-figure threshold.

#### CCHA Policy

Generally, the CCHA will only conduct an interim when the family's adjusted income has decreased by an amount that is 10 percent or more of the family's adjusted income.

When determining the 10 percent threshold, the CCHA will round calculated percentages up or down to the next nearest unit as applicable (e.g., a calculated decrease of 9.5 percent will be rounded to 10 percent).

However, the CCHA will perform an interim recertification for a decrease in adjusted income of any amount in two circumstances:

- When there is a decrease in family size attributed to the death of a family member; or
- When a family member permanently moves out of the assisted unit during the period since the family's last recertification.

In the above circumstances, the CCHA must perform an interim recertification for any decrease in adjusted income.

If the net effect of the changes in adjusted income due to a decrease in family size results in no change or an increase in annual adjusted income, then the CCHA must process the removal of the household members as a non-interim recertification transaction without making changes to the family's annual adjusted income.

#### **Interim Increases [24 CFR 982.516(c)(3) and Notice H 2023-10]**

The CCHA must not process interim recertifications for income increases that result in less than a 10 percent increase in annual adjusted income. CCHA must conduct an interim recertification of family income when the CCHA becomes aware that the family's adjusted income has changed by an amount that the CCHA estimates will result in an increase of 10 percent or more in adjusted income, with the following exceptions:

- CCHA may not consider any increases in earned income when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction during the same recertification cycle; and
- CCHA may choose not to conduct an interim recertification during the last three months of a certification period if a family reports an increase in income within three months of the next annual recertification effective date.

When the family previously received an interim recertification for a decrease to adjusted income during the same annual recertification cycle, CCHA has the discretion whether to consider a subsequent increase in earned income.

#### CCHA Policy

The CCHA will conduct an interim income increase when an increase in unearned income meets the 10% of annual adjusted income threshold. The CCHA will not conduct an interim income increase for earned income, even if the family had a previous interim decrease since the last

certification. The CCHA will include any reported increases in earned income at the next annual recertification.

A series of smaller reported increases in adjusted income may cumulatively meet or exceed the 10 percent increase threshold, at which point the CCHA must conduct an interim recertification in accordance with CCHA's policy.

When the family reports an increase in both earned and unearned income at the same time, the CCHA must look at the earned and unearned income changes independently of each other to determine if an interim recertification is performed. The CCHA will only conduct an interim recertification when the increase independently meets the 10 percent threshold and all other requirements for performing interim recertifications. For example, if a family reported increases in both earned and unearned income that overall resulted in a 12 percent increase in their adjusted income, but the change in earned income represented a 7 percent increase and the change in unearned income represented a 5 percent increase, the CCHA may not perform an interim for either change since neither change meets the 10 percent threshold amount independently. If the change in unearned income met the 10 percent threshold in this case, the CCHA would be required to perform an interim. If the change in earned income met the 10 percent threshold in this case, the CCHA would refer to CCHA policy to determine whether an interim was required.

### ***Family Reporting***

The CCHA must adopt policies consistent with HUD regulations prescribing when and under what conditions the family must report a change in family income or composition, or other circumstances that may affect the family's subsidy amount or rent portion. Other circumstances may include, but are not limited to, changes in eligible deductions or citizenship status.

CCHA policy may require families to report only changes that the family estimates meet the threshold for an interim recertification or CCHA may establish policies requiring that families report all changes in income, household composition, and any other change that may affect the family's adjusted income, and CCHA will subsequently determine if the change requires an interim recertification.

When CCHA determines that an interim recertification is necessary, they must ask the family to report changes in all aspects of adjusted income. For example, if the family is reporting a decrease in adjusted income that is more than 10 percent, but the family also had a change in assets or other changes in circumstances that would result in a change in the family's adjusted income, the change in assets must also be reviewed.

### **CCHA Policy**

The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report all changes in income **within 5 business days** of the date the change takes effect. The family may notify CCHA either orally or in writing. If the family provides oral notice, the CCHA may also require the family to submit the changes in writing.

Within **5 business days** of the family reporting the change, CCHA will determine whether the change will require an interim recertification.

If the change will not result in an interim recertification, CCHA will note the information in the tenant file but will not conduct an interim recertification. The CCHA will send the family written notification within **5 business days** of making this determination informing the family that CCHA will not conduct an interim recertification.

If the change will result in an interim recertification, CCHA will determine the documentation the family will be required to submit based on the type of change reported. The CCHA will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within **5 business days** of receiving a request from CCHA. This time frame may be extended for good cause with CCHA approval. The CCHA will accept required documentation by mail, email, fax, or in person. The CCHA will conduct the interim within a reasonable time period based on the amount of time it takes to verify the information.

Generally, the family will not be required to attend an interview for an interim recertification. However, if CCHA determines that an interview is warranted, the family may be required to attend.

### **Changes Reported Timely**

If the family reports a change in family income, composition, or other circumstances affecting adjusted income timely in accordance with CCHA policies:

- For rent increases, CCHA must provide the family with 30 days advance written notice. The rent increase is effective the first of the month after the end of that 30-day notice period.
- Rent decreases are effective on the first of the month after the date of the actual change leading to the interim recertification of family income. This means the decrease will be applied retroactively.

### **Changes Not Reported Timely**

If the family failed to report a change in family income, composition, or other circumstances affecting adjusted income timely in accordance with CCHA policies:

- For rent increases, CCHA must implement any resulting rent increases retroactively to the first of the month following the date of the change leading to the interim recertification of family income.
- For rent decreases, CCHA must implement the change no later than the first rent period following completion of the interim recertification.

However, CCHA may choose to adopt a policy that would make the effective date of the rent decrease retroactive to the first of the month following completion of the recertification. CCHA may choose to establish conditions or requirements for when such a retroactive application would apply. If the CCHA chooses to adopt such policies they must ensure the earliest date that the retroactive decrease is applied is the later of:

- The first of the month following the date of the change that led to the interim recertification; or
- The first of the month following the most recent previous income examination.

In applying a retroactive change in rent as the result of an interim recertification, the CCHA must clearly communicate the effect of the retroactive adjustment to the family so that there is no confusion over the amount of the rent that is the family's responsibility.

### CCHA Policy

In general, when the family fails to report a change in income, family composition, or other circumstances affecting adjusted income timely, and the change would lead to a rent decrease, CCHA will apply the decrease the first of the month following completion of the interim recertification.

However, CCHA will apply the results of the interim recertification retroactively where a family's ability to report a change in income promptly may have been hampered due to extenuating circumstances such as a natural disaster or disruptions to CCHA management operations. The CCHA will decide to apply decreases retroactively on a case-by-case basis.

When CCHA applies the results of interim decreases retroactively, CCHA will clearly communicate the effect of the retroactive adjustment to the family and may enter into a repayment agreement in accordance with CCHA policies.

### **9-G. USE OF OTHER PROGRAMS' INCOME DETERMINATIONS [24 CFR 5.609(c)(3) and Notice H 2023-10]**

The CCHA may, but is not required to, determine a family's annual income, including income from assets, prior to the application of any deductions, based on income determinations made within the previous 12-month period, using income determinations from means-tested federal public assistance programs (Safe Harbor). CCHA is not required to accept or use determinations of income from other federal means-tested forms of assistance. If the CCHA adopts a policy to accept this type of verification, CCHA must establish in policy stating when they will accept Safe Harbor income determinations and from which programs. CCHA must also create policies that outline the course of action when families present multiple verifications from the same or different acceptable Safe Harbor programs.

Means-tested federal public assistance programs include:

- Temporary Assistance for Needy Families (TANF) (42 U.S.C. 601, et seq.);
- Medicaid (42 U.S.C. 1396 et seq.);
- Supplemental Nutrition Assistance Program (SNAP) (42 U.S.C. 2011 et seq.);
- Earned Income Tax Credit (EITC) (26 U.S.C. 32);
- Low-Income Housing Credit (LIHTC) program (26 U.S.C. 42);
- Special Supplemental Nutrition Program for Woman, Infants, and Children (WIC) (42 U.S.C. 1786);
- Supplemental Security Income (SSI) (42 U.S.C. 1381 et seq.);
- Other programs administered by the HUD Secretary;
- Other means-tested forms of federal public assistance for which HUD has established a memorandum of understanding; and
- Other federal benefit determinations made in other forms of means-tested federal public assistance that the Secretary determines to have comparable reliability and announces through the *Federal Register*.

If the CCHA elects to use the annual income determination from one of the above-listed forms of means-tested federal public assistance, then they must obtain the income information by means of a third-party verification. The third-party verification must state the family size, must be for the entire family, and must state the amount of the family's annual income. The annual income need not be broken down by family member or income type. Annual income includes income earned from assets, therefore when using Safe Harbor to verify a family's income, CCHA will neither further inquire about a family's net family assets, nor about the income earned from those assets, except with respect to whether or not the family owns assets that exceed the asset limitation in 24 CFR 5.618. The Safe Harbor documentation will be considered acceptable if any of the following dates fall into the 12-month period prior to the receipt of the documentation by the CCHA:

- Income determination effective date;
- Program administrator's signature date;
- Family's signature date;
- Report effective date; or
- Other report-specific dates that verify the income determination date.

The only information that CCHA is permitted to use to determine income under this method is the total income determination made by the federal means-tested program administrator. Other federal programs may provide additional information about income inclusions and exclusions in their award letters; however, these determinations and any other information must not be considered by the CCHA. CCHA is not permitted to mix and match Safe Harbor income determinations and other income verifications.

If the CCHA is unable to obtain Safe Harbor documentation or if the family disputes the other program's income determination, CCHA must calculate the family's annual income using traditional methods as outlined in Notice H 2023-10.

If the CCHA uses a Safe Harbor determination to determine the family's income, the family is obligated to report changes in income that meet CCHA's reporting requirement and occur after the effective date of the transaction.

The amounts of unreimbursed reasonable attendant care expenses and child-care expenses deducted from a family's annual income, except for when a family is approved for a child-care expense hardship exemption, must still be capped by the amount earned by any family member who is enabled to work as a result of the expense. CCHA is therefore required to obtain third-party verification of the applicable employment income and cap the respective expense deductions accordingly.

#### CCHA Policy

When available and applicable, the CCHA will accept other programs' Safe Harbor determinations of income at annual recertification to determine the family's total annual income. The CCHA will still require third-party verification of all deductions such as the health and medical care expense or child care expense deductions. Further, if the family is eligible for and claims the disability assistance expense or child care expense deductions, where applicable, CCHA will obtain third-party verification of the amount of employment income of the individual(s) enabled to work in order to cap the respective expenses as required.

Prior to using any Safe Harbor determination from another program, CCHA will ask the family if they agree with the income amounts listed. If the family disputes the income amounts on the Safe Harbor determination, CCHA will obtain third-party verification of all sources of income and assets (as applicable).

The CCHA will not accept other programs' determinations of income for any new admission or interim recertification.

With the exception of income determinations made under the Low-Income Housing Tax Credit (LIHTC) program, CCHA will accept Safe Harbor determinations from any of the programs listed above.

In order to be acceptable, the income determination must:

- Be dated within 12 months of the dates listed above;

- State the family size

- Be for the entire family (i.e., the family members listed in the documentation must match the family's composition in the assisted unit, except for household members); and

- Must state the amount of the family's annual income.

The determination need not list each source of income individually. If CCHA does not receive any acceptable income determination documentation or is unable to obtain documentation, then CCHA will revert to third-party verification of income for the family.

When families present multiple verifications from the same or different acceptable Safe Harbor programs, CCHA will use the most recent income determination, unless the family presents acceptable evidence that the CCHA should consider an alternative verification from a different Safe Harbor source.

When CCHA uses a Safe Harbor income determination from another program, and the family's income subsequently changes, the family is required to report the change to the CCHA. Depending on when the change occurred, the change may or may not impact the CCHA's calculation of the family's total annual income. Changes that occur between the time CCHA receives the Safe Harbor documentation and the effective date of the family's annual recert will not be considered. If the family has a change in income that occurs after the annual recert effective date, CCHA will conduct an interim recert if the change meets the requirements for performing an interim recertification. In this case, the CCHA will use third-party verification to verify the change.

#### **9-H. STREAMLINED INCOME DETERMINATIONS [24 CFR 960.257(c); Notice H 2023-10]**

HUD permits CCHA to streamline the income determination process for family members with fixed sources of income. While third-party verification of all income sources must be obtained at move-in and every three years thereafter, in the intervening years, CHA may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or other inflationary adjustment factor. Streamlining policies are optional. The CCHA may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, CCHA must perform third-party verification of all income sources.

Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or rate of interest. The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.

Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources.

When 90 percent or more of a family's unadjusted income is from fixed sources, CCHA may apply the inflationary adjustment factor to the family's fixed income sources, provided that the family certifies both that 90 percent or more of their unadjusted income is fixed and that their sources of fixed income have not changed from the previous year. Sources of non-fixed income are not required to be adjusted and must not be adjusted by a COLA, but CCHA may choose to adjust sources of non-fixed income based on third-party verification. CCHA has the discretion to either adjust the non-fixed income or carry over the calculation of non-fixed income from the first year to years two and three.

When less than 90 percent of a family's unadjusted income consists of fixed income, CCHA may apply a COLA to each of the family's sources of fixed income. The CCHA must determine all other income using standard verification requirements.

#### CCHA Policy

The CCHA chooses not to streamline the annual recertification process for fixed income sources. CCHA will obtain third-party verification, where applicable, of all sources of income annually.

APPENDIX A  
VAWA TRANSFER PLAN, NOTICES AND FORMS

## EXHIBIT 8-1: SAMPLE EMERGENCY TRANSFER PLAN

### Clarion County Housing and Redevelopment Authority

#### Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

#### Section 8 Project-Based Rental Assistance Program

##### Emergency Transfers

The CCHA is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking. In accordance with the Violence Against Women Act (VAWA),<sup>1</sup> the CCHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The ability of the CCHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the CCHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development

(HUD), the federal agency that oversees that the **Section 8 Project-Based Rental Assistance (PBRA) program** is in compliance with VAWA.

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<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

## **Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, as provided in HUD's regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer, if the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

## **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify CCHA's management office and submit a written request for a transfer to the CCHA office. The CCHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the CCHA's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

The CCHA may allow for a verbal statement/self-certification in certain circumstances. While the CCHA may request in writing that the victim provide documentation of an occurrence of domestic violence, dating violence, sexual assault, stalking, or human trafficking, third-party documentation may not be required to qualify the tenant for an emergency transfer.

## **Confidentiality**

The CCHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the CCHA written permission to release the information on a time-limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person or persons that committed an act of domestic violence, dating violence, sexual assault, stalking, or human trafficking against the tenant. Any request for protection under VAWA will be kept in a file separate from the resident/unit file, and any requests made under VAWA will not be noted in the resident/unit file. Requests made under VAWA will not be notated in any shared database systems. See the Notice of Occupancy Rights under the Violence against Women Act for All Tenants for more information about CCHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

## **Emergency Transfer Timing and Availability**

The CCHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The CCHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The CCHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the CCHA has no safe and available units for which a tenant who needs an emergency transfer is eligible, the CCHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, the CCHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking that are attached to this plan.

## **Emergency Transfers: PBRA Program**

If you are a resident and request an emergency transfer as described in this plan, the CCHA will attempt to assist you in moving to a safe unit quickly. The CCHA will make exceptions as required to policies restricting moves.

At your request, the CCHA will refer you to organizations that may be able to further assist you.

You may also request an emergency transfer to the following programs for which you are required to apply for assistance:

- Multifamily Housing program (PBRA)
- HCV tenant-based program

Emergency transfers will not take priority over waiting list admissions for these types of assistance at most other properties. At your request, the CCHA will refer you to organizations that may be able to further assist you.

## **Internal and External Transfer Requests**

The tenant may request an internal transfer within the same single or scattered site property in which the tenant resides or may request an external move to move out of the property in which they reside. The victim may request both an internal transfer and an external move concurrently if an internal safe unit is not immediately available. The CCHA will make all reasonable efforts to assist tenants with requesting both internal transfers and external.

The CCHA will allow the tenant to make an internal transfer when a safe unit is not immediately available. The owner defines immediately available as a vacant unit, ready for move-in within a reasonable period of time based on local factors. The CCHA will ensure that requests for internal emergency transfers under VAWA are given the same priority already provided to other types of emergency transfer requests. The tenant will be offered the first available vacant unit ready for move-in in the same property or in another building that is part of the same scattered-site property in accordance with this plan. The victim will be allowed to assess the availability of the units and the suitability according to the individual circumstances of the household. If the first unit offered is not suitable due to these circumstances, the CCHA will continue to make every effort to provide an alternative unit as soon as one is available that meets the criteria for the household. If an internal transfer is not viable, the CCHA will discuss transfer options for external moves with the victim in accordance with this plan.

An external move may be requested when a unit that meets the victim's safety standard is not available at the current property or is not immediately available. If an external move is required, the CCHA will, at a minimum, provide the victim with contact information for relevant local service providers, government agencies, and other affordable housing developments in the area.

Note that qualifying for an emergency transfer does not guarantee either continued assistance under the current program or an external move to another covered housing program. Emergency transfer requirements do not supersede any eligibility or occupancy requirements that may apply under a covered housing program. Tenants must still meet the eligibility criteria for the property to which they are moving.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse, and Incest National Network's National Sexual Assault Hotline at 1-800-656-HOPE or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Attachment:** Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

**EXHIBIT 8-2: SAMPLE NOTICE OF OCCUPANCY RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT, FORM HUD-5380**

**Clarion County Housing and Redevelopment Authority**

**Notice of Occupancy Rights under the Violence Against Women Act<sup>3</sup>**

**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>4</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the project-based rental assistance (PBRA) program is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, and that you wish to use your rights under VAWA.

**Protections for Applicants**

If you otherwise qualify for assistance under the project-based rental assistance (PBRA) program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

**Protections for Tenants**

If you are receiving assistance under the project-based rental assistance (PBRA) program, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking by a member of your household or any guest, you

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<sup>3</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

<sup>4</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

may not be denied rental assistance or occupancy rights under the project-based rental assistance (PBRA) program solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

### **Removing the Abuser or Perpetrator from the Household**

The CCHA may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, stalking, or human trafficking.

If the CCHA chooses to remove the abuser or perpetrator, the CCHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, the CCHA must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, the CCHA must follow Federal, State, and local eviction procedures. In order to divide a lease, the CCHA may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

### **Moving to Another Unit**

Upon your request, the CCHA may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, the CCHA may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, stalking, or human trafficking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

1. **You are a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking

your housing provider may ask you for such documentation, as described in the documentation section below.

2. **You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form or may accept another written or oral request.
3. **You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

The CCHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking and the location of any move by such victims and their families.

The CCHA's emergency transfer plan provides further information on emergency transfers, and the CCHA must make a copy of its emergency transfer plan available to you if you ask to see it.

## **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

The CCHA can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. Such request from the CCHA must be in writing, and the CCHA must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. The CCHA may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to the CCHA as documentation. It is your choice which of the following to submit if the CCHA asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

- A complete HUD-approved certification form given to you by the CCHA with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, stalking, or human trafficking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that they believe that the incident or incidents of domestic violence, dating violence, sexual assault, stalking, or human trafficking are grounds for protection.
- Any other statement or evidence that the CCHA has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, the CCHA does not have to provide you with the protections contained in this notice.

If the CCHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), the CCHA has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, the CCHA does not have to provide you with the protections contained in this notice.

### **Confidentiality**

The CCHA must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

The CCHA must not allow any individual administering assistance or other services on behalf of the CCHA (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

The CCHA must not enter your information into any shared database or disclose your information to any other entity or individual. The CCHA, however, may disclose the information provided if:

- You give written permission to the CCHA to release the information on a time limited basis.
- The CCHA needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires the CCHA or your landlord to release the information.

VAWA does not limit the CCHA's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

## **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, stalking, or human trafficking committed against you. However, the CCHA cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if the CCHA can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

1. Would occur within an immediate time frame, and
2. Could result in death or serious bodily harm to other tenants or those who work on the property.

If the CCHA can demonstrate the above, the CCHA should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

## **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

## **Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with The HUD Field Office, located at: 100 South Charles Street, Suite 500, 5th Floor, Bank of America Building, Tower II, Baltimore, MD 21201.

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at

<https://portal.hud.gov/hudportal/documents/huddoc?id=5720-F-03VAWAFinRule.pdf>.

Additionally, the CCHA must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **[insert name of program or rental assistance contact information able to answer questions on VAWA]**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **[Insert contact information for relevant local organizations]**.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **[Insert contact information for relevant organizations]**

Victims of stalking seeking help may contact **[Insert contact information for relevant organizations]**.

**Attachment:** Certification form HUD-5382

**EXHIBIT 8-3: CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING AND ALTERNATE DOCUMENTATION, FORM HUD-5382**

**CERTIFICATION OF**  
0286

**U.S. Department of Housing**

OMB Approval No. 2577-

**DOMESTIC VIOLENCE, and Urban Development**  
**DATING VIOLENCE,**  
**SEXUAL ASSAULT, OR STALKING,**  
**AND ALTERNATE DOCUMENTATION**

Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, stalking or human trafficking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, stalking, or human trafficking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, stalking, or human trafficking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, stalking, or human trafficking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, stalking, or human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such

employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s): _____ _____ _____
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This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

**EXHIBIT 8-4: EMERGENCY TRANSFER REQUEST FOR CERTAIN VICTIMS OF  
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, FORM  
HUD-5383**

**EMERGENCY TRANSFER**                      **U.S. Department of Housing**                      **OMB Approval No. 2577-0286**  
**REQUEST FOR CERTAIN**                      **and Urban Development**                      **Exp.**  
**06/30/2017**  
**VICTIMS OF DOMESTIC**  
**VIOLENCE, DATING VIOLENCE,**  
**SEXUAL ASSAULT, OR STALKING**

**Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider’s emergency transfer plan for more information about the availability of emergency transfers.**

**The requirements you must meet are:**

**(1) You are a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.**

**(2) You expressly request the emergency transfer. Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider’s emergency transfer plan for more details.**

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.**

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.**

**Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal**

assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, stalking, or human trafficking and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER**

**1. Name of victim requesting an emergency transfer:** \_\_\_\_\_

**2. Your name (if different from victim's)** \_\_\_\_\_

**3. Name(s) of other family member(s) listed on the lease:** \_\_\_\_\_

\_\_\_\_\_

**4. Name(s) of other family member(s) who would transfer with the victim:** \_\_\_\_\_

\_\_\_\_\_

**5. Address of location from which the victim seeks to transfer:**

\_\_\_\_\_

**6. Address or phone number for contacting the victim:** \_\_\_\_\_

**7. Name of the accused perpetrator (if known and can be safely disclosed):** \_\_\_\_\_

**8. Relationship of the accused perpetrator to the victim:** \_\_\_\_\_

**9. Date(s), Time(s) and location(s) of incident(s):** \_\_\_\_\_

\_\_\_\_\_

**10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11.** \_\_\_\_\_

**11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.**

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**12. If voluntarily provided, list any third-party documentation you are providing along with this notice:**

**This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.**

**Signature**

**Signed on (Date)**

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**APPENDIX B**  
**REASONABLE ACCOMMODATION POLICY**

# CLARION COUNTY HOUSING AUTHORITY

## REASONABLE ACCOMMODATION POLICY AND PROCEDURES

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### INTRODUCTION

This Reasonable Accommodation Policy and Procedures, comprised of Part A and Part B, sets forth the policy and procedures of the Clarion County Housing Authority (CCHA) for making reasonable accommodations for qualified applicants, residents, and participants with disabilities. Covered programs include Section 8, Section 8/515, the Section 8 Housing Choice Voucher Program/Mainstream, and all programs and properties owned and operated by the Clarion County Housing Authority.

A copy of this Reasonable Accommodation Policy and Procedures is posted in the CCHA Administrative Office, on the website, and may also be obtained upon request.

Contact Information: Clarion County Housing Authority, Eight West Main Street, Clarion, PA 16214, Telephone: (814) 226-8910, TTY/TDD: (814) 226-8910, or E-mail: [ccha@clarionhousing.com](mailto:ccha@clarionhousing.com).

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### PART A. POLICY

#### SECTION 1. Definitions

- 1.1 **ADA:** Americans with Disabilities Act.
  - 1.2 **FHA:** Fair Housing Act of 1968.
  - 1.3 **CCHA:** Clarion County Housing Authority.
  - 1.4 **Individual with disabilities:** Same meaning as “individual with handicaps” under 24 CFR 8.3.
  - 1.5 **Policy:** Part A of this document, as adopted by the CCHA Board.
  - 1.6 **Procedures:** Part B of this document, as amended by the Executive Director.
  - 1.7 **Reasonable accommodation:** A modification or change in CCHA’s rules, policies, practices, or services that enables an otherwise eligible individual with a disability to participate in CCHA’s programs and services and meet essential tenancy requirements.
  - 1.8 **Assistance animal:** An animal that provides assistance, performs tasks, or offers emotional support that alleviates symptoms or effects of a disability. Assistance animals are not pets.
- Note: more information regarding assistive animals can be found in Appendix A of this policy.

## SECTION 2. Policy Statement

CCHA is committed to ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in or benefit from its housing programs and services and that they do not otherwise discriminate on the basis of disability. If an individual with a disability requires an accommodation, CCHA will provide it unless it would result in a fundamental alteration of the program or an undue financial or administrative burden. In such cases, CCHA will explore and offer an effective alternative accommodation.

## SECTION 3. Purpose

- Communicate CCHA's position regarding reasonable accommodations.
- Establish a procedural guide for implementation.
- Comply with federal, state, and local laws to ensure accessibility.

## SECTION 4. Authority

This Policy is based on Section 504 of the Rehabilitation Act, the Fair Housing Act, the Americans with Disabilities Act (Title II), and HUD regulations at 24 CFR Part 8.

## SECTION 5. Monitoring and Enforcement

The HUD Fair Housing and Equal Opportunity (FHEO) Office is responsible for monitoring compliance. The Pennsylvania Human Relations Commission (PHRC) also enforces state law under the Pennsylvania Human Relations Act (PHRA).

## SECTION 6. General Principles

- Requests may be made verbally or in writing and will be handled cooperatively, not adversarially.
- Staff must accept requests in any effective format and provide assistance if needed.
- If reasonable, accommodations will be granted unless they cause undue burden.
- Written communication must be in plain language and accessible formats. Other formats such as braille, large print, etc. may be requested at any time.
- Meetings will be held in accessible locations.

## SECTION 7. Amendment

- **Policy:** May be amended only by Board resolution.

- **Procedures:** May be amended by the Executive Director within the scope of the Policy.
- All amendments must comply with applicable laws.

## SECTION 8. Staff Training

The Executive Director and/or Section 504 Coordinator will ensure annual training for fair housing, including reasonable accommodations, for all staff directly working with applicants, residents, and program participants.

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## PART B. PROCEDURES

### Procedure #1 – Communication

- At application, all applicants must receive notices and forms regarding reasonable accommodations.
- Residents and participants will be reminded of their right to a reasonable accommodation/modification at annual recertification.
- Requests may be submitted verbally, in writing, or through another effective method at any time. Staff will date and time-stamp each request and forward it to the 504 Coordinator for processing.
- The 504 Coordinator will acknowledge receipt of the request within 10 business days and determine whether additional documentation is required.

### Procedure #2 – Decision Sequence

1. Is the individual a qualified person with a disability? Verified using appropriate documentation, without requiring diagnosis details.
  - If NO: Send denial letter.
  - If YES: Continue.
2. Is the requested accommodation related to the disability?
  - If NO: Deny with explanation.
  - If YES: Continue.
3. Is the request reasonable? Apply Procedure #3.

## Procedure #3 – Determining Reasonableness

- Requests are reviewed case by case.
  - If denied due to undue burden or fundamental alteration, CCHA must provide written reasons and propose alternatives.
  - **Live-in aides:** Allowed if essential to care of a household member with a disability. Subject to background checks and eligibility rules under 24 CFR 982.316. Family members may qualify if criteria are met. Specific requirements can be found in the appropriate program or property policy.
  - **Assistance animals:** Approved when related to disability needs. Not pets and not subject to pet policies. Not subject to breed/size requirements. Must comply with HUD/DOJ guidance. Note: additional information regarding Assistive Animals can be found in Appendix A of this policy.
  - **Verification:** Documentation may only confirm disability-related need. Medical diagnoses or detailed records will not be required or accepted. All disability related information will be kept confidential.
- 

## PART C. Grievance Procedure

- Grievances may be submitted verbally or in writing to the Section 504 Coordinator. Verbal grievances will be documented in writing with assistance if needed.
- Grievances will be date and time-stamped.
- Grievances will be reviewed by the Executive Director, or designee, and issue a written decision within 10 business days.
- If dissatisfied, individuals may file a complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO), or contact the Pennsylvania Human Relations Commission (PHRC).

# CLARION COUNTY HOUSING AUTHORITY

## ASSISTIVE ANIMAL POLICY

### INTRODUCTION

The Clarion County Housing Authority (CCHA) ensures that residents with disabilities may have an assistive animal as a reasonable accommodation, under the Fair Housing Act (FHA) and Americans with Disabilities Act (ADA). This policy applies to public housing and Housing Choice Voucher programs. CCHA staff will assist residents with completing forms to request an assistive animal and ensure that all qualified individuals have equal access to housing programs and services.

### 1. Definition of Assistive Animal

- **Assistive animals** are not considered pets; they provide support or perform tasks for individuals with disabilities.
- **Service animals (ADA):** Trained to perform specific tasks (e.g., guide dogs, hearing alert animals, mobility assistance).
- **Other assistive animals (FHA):** Includes emotional support animals (ESAs) or other animals providing comfort or assistance.
- Animals cannot be excluded solely due to breed, size, or type, unless the animal posed a threat or causes damages.
- Animals may be denied only if:
  - They pose a direct threat to the health or safety of others,
  - They are not housebroken or under the handler's control, or
  - Providing the accommodation would create undue financial or administrative burden.

### 2. Registration and Approval

- Residents must provide a **Verification of Need** from a qualified professional.
- A **Registration Form** must be submitted within 14 days of approval, including:
  - Animal type, name, age, and license (if applicable)
  - Vaccination records and veterinarian information
  - A **Responsibility Card** listing three local contacts to care for the animal if the resident is absent or incapacitated
- Registration must be updated annually at tenant recertification.

### 3. Responsibility Card

Residents must list three local people willing to care for the animal if they are temporarily unable. This card must be updated yearly.

### 4. Fees

No security deposit is required for assistive animals.

### 5. General Rules

- Animals must be under control at all times.
- Waste must be cleaned up immediately and disposed of in sealed bags in outside dumpsters.
- Residents must keep units, balconies, and common areas clean.
- Animals cannot disturb neighbors or damage property; **residents are responsible for costs.**
- Dogs must be leashed outside; small dogs can be carried. Cats must use a litter box and be transported in secure carriers.

## **6. Animal Health and Care**

- Dogs must be licensed.
- Proof of rabies vaccination is required for dogs and cats.
- Animals must be well-groomed, healthy, and free of pests.

## **7. Absences and Emergencies**

- Notify CCHA if you will be absent and provide a responsible contact.
- If an animal is in danger due to the resident's absence or incapacity, CCHA will first attempt to contact those listed on the Responsibility Card. If the situation is not taken care of in a reasonable amount of time, a local rescue agency, animal control and/or the humane society may be contacted.

## **8. Violations and Animal Removal**

- **Violations of this policy may result in removal of the animal or termination of tenancy.**
- Immediate removal may occur if the animal poses a direct threat to health or safety.
- Residents are responsible for costs associated with animal removal or damage.

## **9. Grievance Procedure**

- Residents may file an appeal if they disagree with CCHA's decision, by contacting the Housing Authority.

## **10. Additional Provisions for Dogs and Cats**

### **Dogs**

- Must be leashed or carried when outside the unit.
- License and vaccination proof must be provided annually.
- Waste must be removed immediately; grooming required to prevent shedding in common areas.

### **Cats**

- Must use a litter box; waste cleaned daily and disposed of in sealed bags outside.
- Carried in secure carriers when outside.
- License and vaccination proof required annually.

## **11. Visiting Animals**

Only service animals or assistive animals meeting the above requirements may visit common areas. Pets of visitors are not permitted.

**12. Unit Inspections**

- Maintenance staff may enter units only if the animal is secured or the resident is present, except in emergency situations.
- Any damage, odor, or pest issues must be corrected within 10 days; otherwise, CCHA will address the issue at the resident’s expense.

**13. Death of Animal**

- Residents must immediately dispose of deceased animals in a sanitary and lawful manner.

**ASSISTIVE ANIMAL POLICY – CERTIFICATION OF RECEIPT**

I hereby acknowledge that I have received, read, and understand the Clarion County Housing Authority Assistive Animal Policy, including my responsibilities as a resident. I understand that it is my responsibility to follow the policy and comply with its requirements and that **all requirements must be met BEFORE my assistive animal joins my household.**

**Resident Name:** \_\_\_\_\_

**Property and Apartment #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

