

Village of Green Island Section 8 & Housing:

GREEN ISLAND SECTION 8 MISSION STATEMENT:

The objectives of the Village of Green Island Section 8 Housing Choice Voucher Program are to provide decent, safe and sanitary housing to eligible families (as defined in HUD regulations) and individuals through rental subsidies and to assist them to become more self-sufficient.

Emphasis will be placed on attracting families or individuals that may not be aware of potential eligibility for the program. The various aspects of the program are explained to eligible applicants through use of either individual or group briefing sessions. The sessions are thorough, but presented in a manner that assures the applicant understands the program and its responsibilities. The sessions will be presented by Section 8 Program Personnel who are knowledgeable in the field of social assistance, including housing, educational, health employment, various social services, legal assistance, and maintenance and budgeting. Continuous assistance is provided to applicants from initial screening through the searching and leasing periods. Section 8 Program Personnel experienced in Landlord, Tenant relationships, will conduct housing inspections and follow up.

Any Federal or Green Island Housing preferences will be publicized and placed in a prominent place in the Village Green Island Section 8 Housing Choice Voucher Program's office, as may be required by regulation.

Where special problems are identified in communicating with families who would benefit from the Section 8 Housing Choice Voucher Programs, special outreach efforts will be made. Included in these efforts have been, and may be, publication of aspects of the Voucher Programs in Senior Citizens' Bulletins and various Church Bulletins. The Village of Green Island Section 8 Housing Choice Voucher Program may publish and distribute to owner and tenants a newsletter. Section 8 Program Personnel

will provide direct home outreach service to housebound individuals. Audio/visual aid will be available to disabled individuals.

VILLAGE OF GREEN ISLAND, N.Y.

FY 2010

ADMINISTRATIVE PLAN

SECTION 8 HOUSING CHOICE

VOUCHER

PAYMENT PROGRAM

REVISED 06-21-10

PROGRAM APPROACH AND OBJECTIVES:

The Section 8 Housing Choice Voucher Program under the Village of Green Island will perform the administration of this program.

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INFORMATION AND ASSISTANCE

The Village of Green Island Section 8 Housing Choice Voucher Program has a program of assistance to families regarding housing-related problems. Individuals with large families who encounter difficulty in finding appropriate rental units, especially when the children are very young should contact Section 8 Program Personnel. The Village of Green Island Section 8 Housing Choice Voucher Program may have periodic landlord workshops for information regarding housing-related problems.

COMPLIANCE WITH 504 REGULATIONS, AMERICAN DISABILITIES ACT

The Village of Green Island Section 8 Housing Choice Voucher Payment Program has a 504 Plan in effect for public housing units. Owners and tenants will be notified that tenants may make reasonable accommodations upon agreement between the landlord and tenant to the tenant's rental unit, provided the tenant returns the unit to its prior condition if required by the landlord upon termination of tenancy.

DETERMINATION OF ELIGIBILITY AND SELECTION OF FAMILIES

Initial information as to family composition and income will be obtained through a pre-application taken at the office, unless a housebound individual, in which case outreach service will be available. An applicant whose pre-application appears to meet income limits for the program is advised they will be contacted to supply needed documentation when placement is available. A waiting list will be kept, with preferences listed first.

ADMISSION POLICIES

Prior to placement, the Village of Green Island Section 8 Housing Choice Voucher Payment Program will require a family to pay any outstanding debt owed the Village of Green Island Section 8 Housing Choice Voucher Payment Program, any other Public Housing Authority or any other Federal Assisted Housing Program which debt is known.

Applicants will be responsible to inform the Village of Green Island Section 8 Housing Choice Voucher Payment Program of any changes to the pre-application information.

Tenants whose participation in the program has been terminated must reapply in accordance with the regulations.

Anyone who has been terminated in the past five years for committing fraud in any Federal Assisted Housing Program is not eligible to be admitted to the program.

Anyone who has been terminated in the past three years for violation of family obligations in any Federal Assisted Housing Program is not eligible to be admitted to the program.

Applicants, spouse or dependents found to have felony drug convictions for sale or distribution or violent criminal activity or convictions are ineligible the Village of Green Island Section 8 Housing Choice Voucher Payment Program.

PREFERENCES

The Village of Green Island Section 8 Housing Choice Voucher Program has set the following local preferences:

- Village of Green Island residents
- Elderly (Age 50 and above)
- Disabled
- Displaced by disaster or government action (excludes evictions for non payment or lease violations)
- Working applicants

- Applicants already attending or enrolling in training or employment programs and are eligible for participation in Family self-sufficiency.
- Families will be assisted before non elderly singles
- Nearly elderly single head of household, ages 45 to 59 will have preference before non elderly singles

The Village of Green Island Section 8 Voucher Program will use the original application date for any applicant who qualifies for a preference after submission of application. Only eligible families, as defined in the regulations, are eligible to be admitted to the program.

The Section 8 Program Director, or designee, is responsible for performing the file checks and advises the Director of any problem areas. The Director shall resolve any problems.

Information for families on the waiting list will contain name of head of household, date and time of application, unit size according to occupancy standards and preference status.

When the waiting list approaches the point where the wait will be over 2 year, an ad may be placed to include all the outreach contacts specified in the Village of Green Island Section 8 Equal Opportunity Housing Plan, closing the waiting list.

The Village of Green Island Section 8 Housing Choice Voucher Program will update its waiting list semi-annually. Letters of continued interest may be sent to applicants and they will be asked to respond in writing within 10 days of the date of the letter. Applicants expressing a continued interest will remain on the active list; all other applicants will be placed in the inactive file.

The Housing Authority may remove an applicant's name from the wait list if the applicant has refused offers of the types of tenant based assistance offered by the Section 8 Program.

OCCUPANCY STANDARDS:

A family may constitute two or more people related by blood or marriage; or a couple who are not legally married but who have established a relationship, which appears to be of a lasting nature.

Single individuals with no other children, who are pregnant, or a parent in the process of securing legal custody are also a family. The Village of Green Island Section 8 Housing Choice Voucher Program will verify this through a statement from a physician or health agency working with the pregnant person. If the pregnancy is terminated for any reason, other than a live birth before the applicant comes up on the waiting list, the person shall no longer be eligible as a family.

Elderly or handicapped individuals or husband and wife are considered as one-bedroom eligibility unless a determination is made in relation to the need for a two-bedroom unit, based on a doctor's statement as to the need for a separate bedroom.

Two-bedroom eligibility may include husband/wife, elderly or handicapped who have a doctor's statement regarding need for separate bedrooms husband/wife couple and single parent and one to two children of the same sex. If there is more than a seven-year age difference between two children of the same sex, three-bedroom eligibility may be granted.

Three-bedroom eligibility may include husband/wife, couple, single parent and two children of

different sexes, three children, or four children where there are two boys and two girls or four boys and four girls. Also, an age differential of seven years between children of the same sex may be considered as the basis for a third bedroom. If there are three generations (mother, daughter, grand-daughter), each shall be entitled to one bedroom, unless the granddaughter is less than three years old.

Four-bedroom eligibility may include husband/wife, couple, single parent and four children when they include three boys and one girl or three girls and one boy, five to six children – limiting two of the same sex per bedroom. If children of the same sex are more than seven years apart, separate bedrooms may be considered for each child.

When determining eligibility for bedroom size, if there is an additional child under the age of three, that child shall not be considered for eligibility.

If for health reasons a child must have his or her own bedroom this will be considered as eligibility for a separate bedroom, provided such health problem is verified by a doctor, through a written statement.

Other combinations such as older brother and sisters living together, or other relations living together will be determined based on common sense distribution, on a case-by-case basis.

When there is legal joint custody sharing the children 50% of the time, rental assistance will be allowed for only one parent; the two parents having decided which is more in need for assistance. A remaining non-elderly single would no longer be eligible.

INCOME CONSIDERATIONS AND RENT CALCULATION

The Section 8 Director or designee will randomly review completed calculations to determine that they are correct.

When an applicant or participant dispose of assets for less than the fair market value, the Village of Green Island Section 8 Housing Choice Voucher Program shall only consider assets that have a value of \$1,000.00 or more when considering eligibility.

A) Interest earned from lump sum additions to family assets will be treated the same as other assets. If the addition is over \$5,000.00, the higher of the interest earned or 2.5% will be used. Lump sum payments from deferred periodic payments of SSI and Social Security are excluded.

B) Childcare – Any reasonable amount paid by a tenant to another person or an agency for the provision of childcare will be excluded from income if paid to enable the tenant to work or attend school or training. The reasonableness of the cost may be determined based on income or the prevailing cost submitted by other clients. Day care costs associated with training that are reimbursed by DDS are not excludable. Any funds paid by a tenant to another person or agency requires a notarized statement from the child care provider setting forth their social security or tax identification number and the amounts paid by the tenant. Agencies will submit a statement of their costs on their letterhead and signed by the Director/owner/manager of the day care facility.

VERIFICATION OF INCOME AND DETERMINATION OF TOTAL TENANT PAYMENT:

- The Village of Green Island Section 8 Housing Choice Voucher Program will have a \$50.00 minimum rent except for those with a “hardship exemption” as described by H.U.D.

- In determining and verifying family income, the Village of Green Island Section 8 Choice Voucher Program will utilize “third party verification” whenever possible. If written verification cannot be obtained from a third party, oral verification by the appropriate Section 8 Program Personnel with the employer or other income source may be permitted with the approval of the Section 8 Director. A notarized Profit and Loss statement shall be submitted for self-employment and will be accepted if reasonable and consistent with the type of employment. All self-employed tenants shall submit a copy of each year’s Income Tax Schedule C (if any). The Housing Authority reserves the right to require Income Tax Returns and schedules.
 - Section 8 Personnel will obtain any required information from the income providers at the time of application, the applicants will be required to sign a form consenting to direct income verification of sources of income with employers, applicable social support agencies, or other source. The applicant(s) will bring certified birth certificates and original social security cards to interviews for copying upon request.
- The Village of Green Island Section 8 Housing Choice Voucher Program will accept zero income for a 30-day period initially. Zero income families will be re-verified monthly until a more permanent source of income is in place up to a maximum of 6 months. Families will be encouraged to seek employment, help from Social Services, or join self-sufficiency program.
- The Village of Green Island Section 8 Housing Choice Voucher Program will use computer matching when applicable to verify Social Security, other Housing Authority problems, police reports, etc.
- Enterprise Income Verification (EIV)

UTILIZING THE EIV SYSTEM:

The Green Island Section 8 Program will utilize the Department of Housing and Urban Developments (HUD) Enterprise Income Verification (EIV) system whenever possible during the occupancy process. The EIV system is a source of information for Public Housing Authority's (PHA) to use in verifying reported income by Residents (each household member) currently assisted in the Section 8 Rental Voucher programs. The PHA will use the EIV system for verification of household income before, during and/or after move-in, annual and interim reexamination time periods.

The data contained and provided by the EIV system will be protected by PHA officials and only used for official housing purposes. Data will not be disclosed in any manner to anyone that would violate the privacy of the individuals represented.

The Authority has established stringent security awareness measures so that only the Section 8 Administrator has authorization to access the EIV system to maintain overall privacy and security compliance.

The EIV system will assist the Section 8 Program in verifying and supplying tenant income on such sources as Social Security, Social Security Disability, SSI, Wages, Unemployment Compensation, etc. for each family member. The EIV system will also be used to compare the income source and amount recorded in the tenant-supplied income data of the HUD-50058, which is maintained in the Public Housing Information Center (PIC) database.

All household members of at least 18 years of age are required to execute HUD form 9886 (Authorization for the Release of Information/Privacy Act Notice). By signing this form, the tenant authorizes HUD and the PHA to obtain and verify income information from various sources.

The EIV system was established to reduce errors in income reporting. Currently, HUD has determined that when the EIV income data differs from the tenant-provided income by at least \$200.00 per month, this constitutes a "substantial difference."

In cases where the EIV income data is NOT substantially different than tenant-reported income, the PHA shall:

- Use tenant documents to calculate anticipated annual income if the EIV income is less than current tenant-provided documentation.
- Use EIV income data unless the tenant provides documentation of a change in circumstances, when the EIV data is more than the current tenant-provided documentation.
- If, however, acceptable tenant documentation is provided to justify a change in circumstances, the tenant documents will be used to calculate income.

In cases where EIV income is substantially different than the tenant-reported income, the PHA shall:

- Request written third-party verification from the income source in question in accordance with 24 CFR 5.236(3)(i).
- Review historical income data for patterns of employment, paid benefits, and/or receipt of other income, when the PHA cannot readily anticipate income such as in the cases of seasonal employment, unstable working hours and suspected fraud.
- Analyze all data and attempt to resolve the income discrepancy.
- Use the most current verified income data (and historical income data if appropriate) to calculate anticipated annual income.

HANDLING OF DISCREPANCY REPORTS:

The Section 8 Administrator will handle EIV Discrepancy Reports in the following manner:

- A) If Resident disagrees with the Discrepancy Report issued by the EIV system, a meeting will be scheduled by Management with Resident to resolve dispute. All details of the Discrepancy Report will be documented and Resident will have 15 business days to obtain third-party verification of the discrepancy and submit said verification to Management. All tenant-provided and submitted documentation should be currently dated (not more than 60 days previous to the initial resolution meeting) once the information is received from tenant

(within the 15 day period), Management will review and render a final decision within 10 business days.

- B) If a situation arises where facts indicate that a Resident has unreported or under-reported income, a repayment agreement will be executed between the Resident and Management, and a revision to the current and future rental payments will be made. If a Resident refuses to enter into a repayment agreement and/or refuses to pay the newly calculated rent, termination of assistance shall occur using the established policies of the Public Housing and Section 8 Programs.

BRIEFING AND ISSUANCE

When a family is determined to be eligible to participate in the program a briefing will be held. At the briefing Section 8 Program Personnel shall inform the tenant of all aspects of the Program which relates to that tenant.

At the briefing the applicant shall be advised as to the amounts the Housing Authority and the tenant pay and the calculation that resulted in those amounts. Port and mobility will be discussed. Each program briefing may be in an individual or group setting. Briefing packets, as required by the regulations, will be reviewed and discussed with the applicants.

Participants are advised of their rights under the Federal Fair Housing Law and of the assistance that may be available if they should encounter discrimination in their search for housing.

At the time of the briefing the participant is advised about the aspects of the Family Self Sufficiency Program and an initial inquiry is made as to whether the applicant may be interested once he or she becomes a program participant.

Once the voucher is issued the participant is advised to keep a record of their search for housing. When a voucher holder does not utilize the voucher at the end of a 30-day period the Section 8 personnel will call or arrange a meeting to determine the reason for non-usage and determine if the family needs further assistance. A list of rental units called in by owners is available on the bulletin board and a list of participating owners is distributed. Extensions may be granted up to the 120-day period allowed by HUD. If a participant has decided not to utilize the voucher it may be issued to another family on the waiting list.

HOUSING QUALITY STANDARDS

All rental units leased with Section 8 Assistance must meet both the Section 8 Housing Quality Standards and the requirements of the Village of Green Island Occupancy Permit System or any Housing or Occupancy requirements of the municipality in which the housing unit is located. The size of the family which can safely occupy the unit should be listed on any permit or certificate issued in connection with the occupancy of the premises. In the performance of Section 8 inspections, Section 8 Program Personnel should utilize the Department of Housing and Urban Development Housing Quality Standards and other applicable federal, state, and local occupancy, housing, and building standards to insure that the client(s) receive safe and adequate housing. Section 8 Program Personnel shall perform initial and annual inspections as well as inspections upon Owner and Tenant complaint.

The Section 8 Program Director shall designate qualified program personnel to perform the inspections. When an inspection reveals violations, the Owner will be sent a letter listing the violations and stating that the necessary repairs shall be completed within 30 days or the rent payments will be abated until the repairs are completed.

Allowances will be made for repairs that cannot be made due to seasonal conditions and temporary repairs may be required if the work is of such a nature that complete repair will take longer. When the nature of the repair is such that more than 30 days are required, Section 8 Program Personnel will monitor the progress and, if the progress is satisfactory, allow a reasonable time for the completion of repairs.

In the case of an emergency (as determined by the Fire Chief or a Code Enforcement officer) repairs must be completed within 24 hours. Notice of emergency will be given to the Owner at the phone number the Owner provides and the inability of the Section 8 Program authority to reach the Owner shall not extend the 24 hour period. A letter will be sent stating that the rent will be abated for failure to comply.

Re-inspections will be conducted when the repairs are completed. If the repairs are not completed due to refusal or inaction on the part of the owner, the Owner shall be notified in writing of termination for lack of compliance. The tenant will be notified and provided assistance to accomplish a move to a decent, safe, and sanitary unit within sixty days.

A move out inspection may be requested by a Tenant or Owner. Both the owner and the tenant should be present whenever possible.

RENT REASONABLENESS AND COMPARABILITY

At the time of inspection, Section 8 Program Personnel will gather information about the unit regarding location, size, type, quality, age, amenities, housing services, maintenance and utilities provided, as required by H.U.D. Three rent comparables will be obtained. All other determining factor as required by H.U.D. will be used. The

Village of Green Island Section 8 Housing Choice Voucher Program will rate the unit on information gathered and apply the Fair Market Rents.

Information on units not subsidized is kept for a period of 12 months, to be utilized as comparables. A combination of rental units and newspaper ads will be used to complete the balance of the rent reasonableness and come up with a comparable rental.

Section 8 Program Personnel in relation to the Voucher Programs may answer owner's questions.

LEASING

- **SECURITY DEPOSITS** - Owners may request a security deposit not to exceed two months contract rent.

- **LEASE** - The Village of Green Island Section 8 Housing Choice Voucher program encourages owners to use the model lease provided by the Section 8 Program, although the owners may use their own lease when it is reviewed and approved by the Section 8 Program.

- **Leasing after the First Date of the Month** – There are circumstances, which may prevent a family from leasing on the first day of the month and necessitate a family move on other than the first day. These may include failure of DSS to approve unit on time, emergency move due to fire, or finding of substandard conditions. In these cases, the first month's payment will be pro-rated and payments thereafter are paid on the first of each month. For earning purposes, the unit will not be listed until the first of the following month. For re-certification purposes, the recert will take place the first day of the month in which the pro rated payment originally took place.

FAMILY MOVES

The requirement's, which must be met by the family in relation to proper notice requirements to the owner and Section 8 Program Authority, are discussed at the briefing. Thirty day written notice from the 1st to the 1st is required to the landlord and the Section 8 Authority.

It shall be the policy of the Village of Green Island Section 8 Program Authority that families shall remain in the initial unit under assistance for a period of one year unless the Authority determines that a condition exists that seriously threatens health and/or safety of family member(s).

RESIDENCY

Whenever a person other than that listed on the lease uses the address under rental assistance as a mailing address, that address may be considered the additional person(s) legal residence and birth certificate, social security card and proof of income will be required to be submitted to the Section 8 Program and that person shall become a participant for Section 8 assistance if approved by the Village of Green Island Section 8 Program Authority. If the person was not reported to the Section 8 Program Authority and information received and verified that the person is in the household program assistance may be discontinued for fraud.

ABSENCE FROM UNIT

It shall be the family responsibility to notify the Village of Green Island Section 8 Program Authority of the time of a temporary absence from home, the period of time to be covered and the time of the return of the person to the household.

- In relation to permanently confined family members (members expected to be confined for six months or longer) it shall generally be the policy of the Village of Green Island Section 8 Program Authority not to take that member or his/her income, but also not to allow deductions for that member. A waiver for the deduction may be given upon proof that the policy will cause undue hardship.
- An adult (child) in the military shall not be considered as part of the family either for income or deduction purposes.
- In the case of a sole member of a household, or a family being absent from a unit, a period of over 60 days shall constitute a cause for termination, unless the applicant has contacted the agency and explained the reason for the prolonged absence. Such reasons may include illness or medical conditions verified by a physician.
- In the case of a sole member of a household, or a family being absent from a unit, a family may be absent from a unit 30 days for vacation or imprisonment.

GUESTS

A period of 14 days maximum shall constitute the length of time a guest may remain in an assisted unit. Written permission from the landlord and notification to the Housing Authority is required. Anyone staying as a guest beyond this period can cause an overcrowded condition, or, in regard to proper housing size, must be put on the lease and considered for income purposes

and unit size, or may be grounds for termination. This shall not apply to an adult relative on military leave.

If it is found a guest is staying overnight three or more nights on a consistent basis this will be cause to put them on the lease or may be grounds for termination.

CHANGE IN FAMILY CIRCUMSTANCE

In the event of the head of household leaving a unit, the Village of Green Island Section 8 Program Authority generally would require that the remaining member be 18 years or older.

In the event one parent leaves a family, the rental assistance would remain with the family members at the address, if there were still a family at the unit in the context of an adult with child (children). In the event that only one parent remains in the unit with no children, the assistance would go to the parent with whom the child (children) resided. In the case of a family dissolution where children reside with both parents the office would provide assistance to the family who remains in the rental unit, while accepting an application from the other parent and child (children) of the disillusioned family, applying any preferences for which they may be eligible.

INTERIM RENT ADJUSTMENT

It is the family's obligation to notify the Village of Green Island Section 8 Housing Choice Voucher Program Authority when changes in family size and income take place. The Village of Green Island Section 8 Program will re-certify families when a change of income and family size occur, up to the 15th of each month, upon being informed by the family (or other sources) of

such a change. If the family has advised of a change, but has not submitted the necessary information to allow the office to obtain documentation, payment will be postponed until such documentation can be obtained.

The Village of Green Island Section 8 Housing Choice Voucher Program will do an interim at the time of a move or a new owner, or whenever there is a change in income or family size. Decreases in income reported and documented prior to the 15th of the month will be adjusted for the first of the following month. It is the tenant's responsibility to report return to work. Increases will be delayed until 30 additional days to give tenant families a chance to adapt to the increased rental or at the Village of Green Island Section 8 Program Authority's discretion in questionable cases.

If a non-elderly or non-disabled family fails to report changes of income or family size more than 60 days from the change and the change results in an increase in tenant portion, the Village of Green Island Section 8 Authority will require the tenant to pay the increased amount back to the period exceeding 60 days. Elderly and disabled individuals are required to report annual scheduled increases only at the time of annual recertification.

RE-CERTIFICATION

Units under lease will be inspected prior to anniversary dates to assure that units are standard. Section 8 Program Personnel will furnish owner with information as to allow increases for the Programs and documentation required at that time. Requests for increases will be considered based on program regulations and when justified under rent-reasonableness and comparability. An annual examination of eligibility for continued assistance is conducted. The Village of Green Island Section 8 Program

Authority starts the process for reexamination 90 days prior to recertification with letters sent to the tenants and copies to the owners. Arrangements are made for apartment inspections 60 days prior to amendment and documentation and new proof of income to be received 30 days prior to amendment.

ADMINISTRATION

- Procedures – Use of Operating Reserve in excess of \$5,000.00 annually must have the written approval of the Director of the Village of Green Island Section 8 Housing Choice Voucher Program, and in excess of \$20,000.00 annually must have the written approval of the Village of Green Island Board of Trustees. These funds are accessible by the Director and may only be used for purchases of equipment and contractual services. All expenditures from the Operating Reserve other than those relating to purchases of equipment and contractual services must have approval from the Board of Trustees.
- Section 8 Program Personnel will perform bank reconciliation's monthly for each account with checkbooks. The Section 8 Director Will keep the journal and ledgers, which are subject to review by the Village of Green Island Section 8 Program fee accountant. The Housing Assistance payment checks must be signed by two of four persons: Chairperson OR Vice-Chairperson of the Board of Trustees, AND Director OR designated employee on a weekly basis. Monthly payments will be made to owners on the first of each month. Tenant utility allowance reimbursements will be processed at the same time. The Village of Green Island Section 8 Housing Choice Voucher Program may choose the option to mail utility allowance reimbursements directly to the Utility Supplier.

- Annual Activities – The Village of Green Island Section 8 Housing Choice Voucher Program may contract with a local consultant to provide the office with timely annual review of Utility Allowance.
- The Village of Green Island Section * Housing Choice Voucher Program will comply with the Section 8 Management Assessment Program.

RELEASE OF INFORMATION

The Village of Green Island Section 8 Program has opted to supply owners, upon request, with any Authority Rental History Record and/or history of tenant drug trafficking.

The Village of Green Island Section 8 Program will provide tenants, upon request, with Housing Quality and other unit information it may possess on rental units, and information it may have on the neighborhood, to tenants and prospective tenants.

RELATIONSHIP BETWEEN LANDLORD AND TENANT PROHIBITED

- The Village of Green Island Section 8 Program must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the Housing Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

OWNER WITH UNPAID TAXES PROHIBITED

- The Village of Green Island Section 8 Program must not approve owners owing State, or local real estate taxes, fines or assessments beyond the date such taxes, fines and assessments fall due

TERMINATION OF LEASES

- Leases may be terminated and rescinded by mutual consent of owner and tenant. A form may be provided or rescission may be submitted in writing to the Village of Green Island Section 8 Program listing effective date of rescission.

This may result in discontinuance of assistance or a new lease may be substituted listing new lease conditions.

TERMINATION OF ASSISTANCE

- A family's assistance will be terminated for violation of the Village of Green Island Section 8 Housing Choice Voucher Programs "One Strike Policy".
 - A family's assistance may be terminated for:
 1. Non-payment of unpaid rental and/or damages;
 2. A family's failure to comply with family obligations or failure to provide documentation required and requested by the Village of Green Island Section 8 Housing Choice Voucher Program;
 3. A family's record of criminal activity or drug or alcohol abuse;
 4. Tenant fraud
 5. Serious or repeated violations of the lease
 6. Damages to the apartment
 7. Housing Quality Standard violation(s) caused by the family
 8. For documented proof of repeated job termination due to participant's neglect or fault;
 9. Violation of any other HUD or CHA policies or procedures;
 10. At the request of the tenant.
 11. Repeated violation's of 2 or more Green Island Laws &

Ordinances or Criminal Misdemeanors Law's.

NOTIFICATION OF TERMINATION

Except where a termination is at the request of the tenant, written notice will be given to tenants and owner of termination, listing reasons for the termination, effective date of termination, and tenant's rights to request an informal hearing in writing within 10 days. The family is informed that they are responsible for making full rental payment to owner if it remains in occupancy after the date of termination of assistance.

OVER INCOME

The Village of Green Island Section 8 Program will hold the voucher for a period of 6 months from the day the tenant is first reduced to zero HAP. The tenant will receive written notice of zero HAP.

OWNER TERMINATION

Owners may be rejected or terminated for:

1. Repeated violations of the lease agreement with the tenant or HAP agreement with the Housing Authority
2. A history of drug trafficking
3. Committing fraud, bribery or other corrupt or criminal activity
4. A history or practice of violating Housing Quality Standards under other Federal Programs or with the Village of Green Island Section 8 Housing Choice Voucher Program.
5. Owing State, or local real estate taxes, fines or assessments beyond the date such taxes, fines and assessments fall due

SEVERABILITY

If any provision of this Administrative Policy is held to be unenforceable, the remainder shall remain in full force and effect.

CHANGE IN INCOME:

All Section 8 participants must notify HA 30 days after there is a change in Income.

WAWA (VIOLENCE AGAINST WOMEN ACT) 2005. THE GREEN ISLAND SECTION 8 VOUCHER PROGRAM WILL COMPLY WITH THIS LAW (WAWA) VIOLENCE AGAINST WOMEN ACT 2005. EFFECTIVE IMMEDIATELY. THE SECTION 8 PROGRAMS WILL MAKE TENANTS PARTICIPATING IN THE VOUCHER PROGRAMS AS WELL AS OWNERS PARTICIPATING AWARE OF THE REQUIREMENTS OF (WAWA).

PURPOSE: WAWA (VIOLENCE AGAINST WOMEN ACT) PROHIBITS PHA, SECTION 8 CHOICE VOUCHER PROGRAMS AND LANDLORDS THE EVICTION OF, AND REMOVAL OF ASSISTANCE FROM, CERTAIN PERSONS LIVING IN PUBLIC OR SECTION 8-ASSISTED HOUSING IF THE ASSERTED GROUNDS FOR SUCH ACTION IS AN INSTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AS THOSE TERMS ARE DEFINED IN SECTIONS 3 OF THE UNITED STATES HOUSING ACT OF 1937 AS AMENDED BY WAWA (VIOLENCE AGAINST WOMEN ACT) (42 U.S.C. 13925)

RECORD KEEPING REQUIREMENTS:

PHA must maintain a manual or automated HAP register to record data necessary for making and tracking housing assistance payments made to owners each month, including any payments adjustments. Whether manual or automated, the HAP register must include: Name

and address of family; name and address of owner; Unit size; Beginning date of lease term; Monthly contract rent to owner; Monthly tenant rent; Monthly housing assistance payment to owner; and Date family vacated, and number of days unit is vacant, if any. The PHA must keep all related bank payment records for review by HUD staff or independent public accountant.

During the term of the assisted tenancy and for at least three (3) years thereafter, the PHA must keep on file a copy of the HAP contract, including the tenancy addendum, and the lease. The owner receives an original of the lease and HAP contract, including the tenancy addendum.