

CHAPTER 20
SECTION 8 ADMINISTRATIVE PLAN

GLOSSARY

A.	ACRONYMS USED IN SUBSIDIZED HOUSING
AAF	Annual Adjustment Factor. A factor published by HUD in the Federal Register, which is used to compute annual rent adjustment.
ACC	Annual Contributions Contract
BR	Bedroom
CDBG	Community Development Block Grant
CFR	Code of Federal Regulations. Commonly referred to as "the regulations". The CFR is the compilation of Federal rules, which are first published in the Federal Register and define and implement a statute.
CPI	Consumer Price Index. CPI is published monthly by the Department of Labor as an inflation indicator.
CR	Contract Rent
FDIC	Federal Deposit Insurance Corporation
FHA	Federal Housing Administration
FICA	Federal Insurance Contributions Act - Social Security taxes
FMHA	Farmers Home Administration
FMR	Fair Market Rent
FY	Fiscal Year
FYE	Fiscal Year End
GAO	Government Accounting Office
GFC	Gross Family Contribution. Note: Has been replaced by the term Total Tenant Payment (TTP).
GR	Gross Rent
HA	A Housing Authority that operates Public Housing
HAP Plan	Housing Assistance Payment
HCDA	Housing and Community Development Act
HOA	Home Ownership Assistance
HQS	Housing Quality Standards
HUD	The Department of Housing and Urban Development or its designee using and Urban/Rural Recovery Act of 1983
HURRA	Housing and Urban Rural Recovery Act of 1983
IG	Inspector General
IPA	Independent Public Accountant

INS	The U.S. Immigration and Naturalization Service
IPA	Independent Public Accountant Individual Retirement Account
IRA	
MSA	Metropolitan Statistical Area established by the U.S. Census Bureau
NBHA	NEW BRITAIN HOUSING AUTHORITY
PBA	Project-Based Assistance
PHA	Public Housing Agency
PMSA	A Primary Metropolitan Statistical Area established by the U.S. Census Bureau
PS	Payment Standard
QC	Quality Control
RFLA	Request for Lease Approval
RFP	Request for Proposals
RRP	Rental Rehabilitation Program
SRO	Single Room Occupancy
SSMA	Standard Statistical Metropolitan Area. Has been replaced by MSA, Metropolitan Statistical Area.
TR	Tenant Rent
TTP	Total Tenant Payment
UA	Utility Allowance
URP	Utility Reimbursement Payment

B. GLOSSARY OF TERMS IN SUBSIDIZED HOUSING

ABSORPTION: In portability, the point at which a receiving NBHA stops billing the initial NBHA for assistance on behalf of a portability family. The receiving NBHA uses funds available under the receiving NBHA consolidated ACC.

ACC RESERVE ACCOUNT (FORMERLY "PROJECT RESERVE"): Account established by HUD from amounts by which the maximum payment to the NBHA under the consolidated ACC (during an NBHA fiscal year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

ADJUSTED INCOME: Annual income, less allowable HUD deductions.

ADMINISTRATIVE FEE. Fee paid by HUD to the NBHA for administration of the program.

ADMINISTRATIVE FEE RESERVE (Formerly "Operating reserve"): Account established by NBHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

ADMINISTRATIVE PLAN: The HUD required written policy of the NBHA governing its administration of the Section 8 Certificate and Voucher program. The Administrative Plan and any revisions must be approved by the NBHA's board and a copy submitted to HUD.

ADMISSION: The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

ADULT: A Person aged 18 years or older.

ANNUAL CONTRIBUTIONS CONTRACT (ACC): A written contract between HUD and an NBHA. Under the contract HUD agrees to provide funding for operation of the program, and the NBHA agrees to comply with HUD requirements for the program

ANNUAL INCOME: The anticipated total Annual Income of an eligible family from all sources for the 12-month period following the date of determination of income computed in accordance with the regulations.

ANNUAL INCOME AFTER ALLOWANCES: The Annual Income (described above) less the HUD-approved allowances.

APPLICANT: (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

"AS-PAID" STATES: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

ASSETS: (See Net Family Assets.)

ASSISTED TENANT: A tenant who pays less than the market rent as defined in the regulations.

Includes tenants receiving rent supplement, Rental Assistance Payments, or Section 8 assistance and all other 236 and 221 (d)(3) BMIR tenants, except those paying the 236 market rent or 120% of the BMIR rent, respectively.

BUDGET AUTHORITY: An amount authorized and appropriated by the Congress for payment to HAs under the program. For each funding increment in an NBHA program, budget authority is the

maximum amount that may be paid by HUD to the NBHA over the ACC term of the funding increment.

CERTIFICATE: A Certificate issued by the NBHA under the Section 8 Rental Assistance Program, declaring a family to be eligible for participation in this program and stating the terms and conditions for such participation.

CERTIFICATE OR VOUCHER HOLDER: A family holding a voucher or certificate with unexpired search time.

CERTIFICATE PROGRAM: Rental certificate program.

CHILD: A member of the family other than the family head or spouse who is under 18 years of age.

CHILDCARE EXPENSES: Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed or for a household member to further his/her education.

CO-HEAD: An individual in the household who is equally responsible for the lease with the Head of Household. (A family never has a Co-head and a Spouse and; a Co-head is never a Dependent).

CONGREGATE HOUSING: Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing

COOPERATIVE: A dwelling unit owned and or shared by a group of individuals who have individual sleeping quarters and share common facilities such as kitchen, living room and some bathrooms.

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT: (Consolidated ACC). See 24 CFR 982.151.

CONTIGUOUS MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial NBHA is located.

CONTINUOUSLY ASSISTED: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program.

CONTRACT: (See Housing Assistance Payments Contract.)

CONTRACT AUTHORITY: The maximum annual payment by HUD to an NBHA for a funding increment.

CONTRACT RENT: In the Section 8 Certificate Program, Contract Rent is the total rent paid to the owner, including the tenant payment and the HAP payment from the NBHA.

COVERED FAMILY: A family which receives benefits from welfare or public assistance from a state or public agency which requires, as a condition of eligibility to receive assistance, the participation of a family member in an economic self-sufficiency program.

DATING VIOLENCE: Violence committed by a person who is or has been in a social relationship of a romantic, intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. length of the relationship
- b. the type of relationship
- c. the frequency of interaction between the persons involved in the relationship

DEPENDENT: A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student 18 years of age or over.

DISABILITY ASSISTANCE EXPENSE: Anticipated costs for care attendants and auxiliary apparatus for disabled family members, which enable a family member (including the disabled family member) to work.

DISABLED PERSON: A person who is any of the following:

- (1) A person who has a disability as defined in section 223 of the Social Security Act. (42 U.S.C.423).
- (2) A person who has a physical, mental, or emotional impairment that:
 - (i) Is expected to be of long-continued and indefinite duration
 - (ii) Substantially impedes his or her ability to live independently
 - (iii) Is of such a nature that ability to live independently could be improved by more suitable housing conditions
- (3) A person who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

DISABLED FAMILY: A family where the head or spouse meets any of the above criteria for disabled person.

DISPLACED PERSON/FAMILY: A person or family displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws.

DOMICILE: The legal residence of the household head or spouse as determined in accordance with State and local law.

DOMESTIC VIOLENCE: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under Connecticut law on domestic or family violence, or by any other person against an adult or youth victim who is protected from that person under Connecticut law. (See Appendix ____ VAWA Policy)

DRUG-RELATED CRIMINAL ACTIVITY: The illegal manufacture, sale, distribution, use, or the possession with intent to manufacture, sell distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802).

DRUG TRAFFICKING: The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

ECONOMIC SELF-SUFFICIENCY PROGRAM: Is any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workforce, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

ELDERLY HOUSEHOLD: A family whose head or spouse or whose sole member is at least 62 years of age; may include two or more elderly persons living together or one or more such persons living with another person who is determined to be essential to his/her care and wellbeing.

ELDERLY PERSON: A person who is at least 62 years old.

ELIGIBILITY INCOME: May 10, 1984, regulations deleted Eligibility Income, per se, because Annual Income is now for eligibility determination to compare to income limits.

ELIGIBLE FAMILY: (Family). A family is defined by the NBHA in the administrative Plan, which is approved by HUD.

EMANCIPATED MINOR: Emancipation of minors is a legal mechanism by which a minor before attaining the age of majority is freed from control by their parents or guardians, and the parents or guardians are freed from responsibility for their child.

EMERGENCY: As any documented and verifiable situation endangering the life or health and safety of the family.

ENTERPRISE INCOME VERIFICATION AND UPFRONT INCOME VERIFICATION (EIV/UIV): These online HUD

data systems give the PHA access to employment and wage information from the national "New Hires" database, State Income Collection Agencies (SWICA) and other data sources, starting in 2005.

EVIDENCE: Evidence of citizenship or eligible immigration status means the documents, which must be submitted to HUD as evidence of eligible immigration status.

EXCEPTIONAL MEDICAL OR OTHER EXPENSES: Prior to the regulation change in 1982, this meant medical and/or unusual expenses as defined in Part 889, which exceeded 25% of the Annual Income. It is no longer used.

EXCEPTION RENT: In the certificate program an initial rent (contract rent plus any utility allowance) in excess of the published FMR. In the certificate program the exception rent is approved by HUD, or the NBHA under prescribed conditions, and is used in determining the initial contract rent. In the voucher program the NBHA may adopt a payment standard up to the exception rent limit approved by HUD for the NBHA certificate program.

EXCESS MEDICAL EXPENSES: Any medical expenses incurred by elderly or disabled families only in excess of 3% of Annual Income, which are not reimbursable from any other source.

EXTREMELY LOW-INCOME FAMILY: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

FAIR MARKET RENT (FMR): The rent including the cost of utilities (except telephone) that would be required to be paid in the housing market area to obtain privately owned existing decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms) and are published in the Federal Register.

FAMILY: NBHA defines "Family" as two or more persons who intend to share residency, whose income and resources are available to meet the family's needs, and who will live together in NBHA housing. Family is defined in 24 CFR 5.403 as follows:
includes but is not limited to:

- (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (2) An elderly family;
- (3) A near-elderly family;
- (4) A disabled family;
- (5) A displaced family;
- (6) The remaining member of a tenant family; and
- (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

NEAR-ELDERLY FAMILY: means 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; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or 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 aides.

DISABLED FAMILY: means a family whose head, spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

DISPLACED FAMILY: means a family in which each member, or whose sole member, is a person displaced by governmental action, or a person 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.

ELDERLY FAMILY: means a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

FAMILY OF VETERAN OR SERVICE PERSON: A family is a "family of veteran or service person" when:

1. The veteran or service person (a) is either the head of household or is related to the head of the household; or (b) is deceased and was related to the head of the household, and was a family member at the time of death.
2. The veteran or service person, unless deceased, is living with the family or is only temporarily absent unless s/he was (a) formerly the head of the household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided, the family contains one or more persons for whose support s/he is legally responsible and the spouse has not remarried; or (b) not the head of the household but is permanently hospitalized; provided, that s/he was a family member at the time of hospitalization and there remain in the family at least two related persons.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM): The program established by a NBHA to promote self-sufficiency of assisted families, including the provision of supportive services.

FAMILY SHARE: The amount calculated by subtracting the housing assistance payment from the gross rent.

FAMILY UNIT SIZE: The size of the Certificate or Voucher issued to the family based on the NBHA's subsidy standards.

FEDERAL PREFERENCE: A preference under federal law for admission of applicant families that are any of the following:

- (1) Involuntarily displaced.
- (2) Living in substandard housing (including families that are homeless or living in a shelter)

- (3) Paying more than 50 percent of family income for rent.

FEDERAL PREFERENCE HOLDER: An applicant that qualifies for a federal preference.

FMR/EXCEPTION RENT LIMIT: The section 8 existing housing fair market rent published by HUD headquarters or any exception rent. In the certificate program the initial contract rent for a dwelling unit plus any utility allowance may not exceed the FMR/exception rent limit (for the dwelling unit or for the family unit size). In the voucher program the NBHA may adopt a payment standard up to the FMR/exception rent limit.

FOSTER CHILDCARE PAYMENT: Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

FULL-TIME STUDENT: A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

FUNDING INCREMENT: Each commitment of budget authority by HUD to an NBHA under the consolidated annual contributions contract for the NBHA program.

GOOD CAUSE: (In respect to missed appointments) An unavoidable conflict which seriously affects the health, safety, or welfare of the family.

GROSS FAMILY CONTRIBUTION: Changed to Total Tenant Payment.

GROSS RENT: The sum of the Contract Rent and the utility allowance. If there is no utility allowance, Contract Rent equals Gross Rent.

GROUP HOME: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

HAP CONTRACT: (See Housing Assistance Payments contract.)

HEAD OF HOUSEHOLD: The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

HOUSING AGENCY: A state, country, municipality or other governmental entity or public body authorized to administer the program. The term "NBHA" includes an Indian housing authority (IHA). ("NBHA" and "IHA" mean the same thing.)

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974: Act in which the U.S. Housing Act of 1937 (sometimes referred to as the Act) was recodified, and which added the Section 8 Programs.

HOUSING ASSISTANCE PAYMENT: The monthly assistance payment by an NBHA. The total assistance payment consists of:

- (1) A payment to the owner for rent to owner under the family's lease.
- (2) An additional payment to the family if the total assistance payment exceeds the rent to owner. The additional payment is called a "utility reimbursement" payment.

HOUSING ASSISTANCE PAYMENTS CONTRACT: (HAP contract). A written contract between an NBHA and an owner in the form prescribed by HUD headquarters, in which the NBHA agrees to make housing assistance payments to the owner on behalf of an eligible family.

HOUSING ASSISTANCE PLAN: (1) A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant

application, in accordance with the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD. (2) A Housing Assistance Plan meeting the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD.

HOUSING QUALITY STANDARDS (HQS): The HUD minimum quality standards for housing assisted under the tenant-based programs.

HUD REQUIREMENTS: HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters as regulations. Federal Register notices or other binding program directives.

HURRA: The Housing and Urban/Rural Recovery Act of 1983 legislation that resulted in most of the 1984 HUD Regulation changes to the definition of income, allowances, and rent calculations.

IMPUTED ASSET: Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

IMPUTED INCOME: HUD passbook rate x total cash value of assets. Calculation used when assets exceed \$5,000.

IMPUTED WELFARE INCOME: The amount of annual income, not actually received by a family, as a result of a specified benefit reduction

INITIAL NBHA: In portability, the term refers to both:

- (1) An NBHA that originally selected a family that later decides to move out of the jurisdiction of the selecting NBHA; and
- (2) An NBHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing NBHA.

INITIAL PAYMENT STANDARD: The payment standard at the beginning of the HAP contract term.

INITIAL RENT TO OWNER: The rent to owner at the beginning of the HAP contract term.

INCOME: Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

INCOME FOR ELIGIBILITY: Annual Income.

INDIAN. Any person recognized as an Indian or Alaska Native by an Indian Tribe, the federal government, or any State.

INDIAN HOUSING AUTHORITY (IHA): A housing agency established either:

- (1) By exercise of the power of self-government of an Indian Tribe, independent of State law, or
- (2) By operation of State law providing specifically for housing authorities for Indians.

INTEREST REDUCTION SUBSIDIES: The monthly payments or discounts made by HUD to reduce the debt service payments and, hence, rents required on Section 236 and 221 (d)(3) BMIR projects. Includes monthly interest reduction payments made to mortgagees of Section 236 projects and front-end loan discounts paid on BMIR projects.

INVOLUNTARILY DISPLACED PERSON: Involuntarily Displaced Applicants are applicants who meet the HUD definition for the federal preference.

JURISDICTION: The area in which the NBHA has authority under State and local law to administer the program.

LANDLORD: This term means either the owner of the property or his/her representative or the

managing agent or his/her representative, as shall be designated by the owner.

LARGE VERY LOW INCOME FAMILY: Prior to the 1982 regulations, this meant a very low-income family, which included six or more minors. This term is no longer used.

LEASE:

- (1) A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the NBHA.
- (2) In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the NBHA.

LEASE ADDENDUM: In the lease between the tenant and the owner, the lease language required by HUD.

LIVE-IN AIDE: A person who resides with an elderly person or disabled person and who:

- (1) Is determined to be essential to the care and well being of the person.
- (2) Is not obligated for the support of the person.
- (3) Would not be living in the unit except to provide necessary supportive services.

LOCAL PREFERENCE: A preference used by the NBHA to select among applicant families without regard to their federal preference status.

LOW-INCOME FAMILY: A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. For admission to the certificate program, HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

MANUFACTURED HOME: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type. See 24 CFR 982.620 and 982.621.

MANUFACTURED HOME SPACE: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See 24 CFR 982.622 to 982.624

MARKET RENT: The rent HUD authorizes the owner of FHA insured/subsidized multi-family housing to collect from families ineligible for assistance. For unsubsidized units in an FHA-insured multi-family project in which a portion of the total units receive project-based rental assistance, under the Rental Supplement or Section 202/Section 8 Programs, the Market Rate Rent is that rent approved by HUD and is the Contract Rent for a Section 8 Certificate holder. For BMIR units, Market Rent varies by whether the project is a rental or cooperative.

MEDICAL EXPENSES: Those total medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. A deduction for Elderly Households only. These allowances are given when calculating adjusted income for medical expenses in excess of 3% of Annual Income.

MINOR: A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

MIXED FAMILY: A family with citizens and eligible immigration status and without citizens and eligible immigration status as defined in 24 CFR 5.504(b)(3)

MONTHLY ADJUSTED INCOME: 1/12 of the Annual Income after Allowances or Adjusted

Income.

MONTHLY INCOME: 1/12 of the Annual Income.

NATIONAL: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

NEGATIVE RENT: Now called Utility Reimbursement. A negative Tenant Rent results in a Utility Reimbursement Payment (URP).

NET FAMILY ASSETS: Value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

NET FAMILY CONTRIBUTION: Former name for Tenant Rent.

NON CITIZEN: A person who is neither a citizen nor a national of the United States.

OCCUPANCY STANDARDS: Now referred to as **Subsidy Standards**. Standards established by an NBHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

OWNER: Any persons or entity having the legal right to lease or sublease a unit to a participant.

PARTICIPANT: A family that has been admitted to the NBHA's certificate program or voucher program. The family becomes a participant on the effective date of the first HAP contract executed by the NBHA for the family (First day of initial lease term).

PAYMENT STANDARD: In a voucher or over-FMR tenancy, the maximum subsidy payment for a family (before deducting the family contribution). For a voucher tenancy, the NBHA sets a payment standard in the range from 80 to 100 percent of the current FMR/exception rent limit. For an over-FMR tenancy, the payment standard equals the current FMR/exception rent limit.

PERSONS WITH DISABILITIES: Individuals with any condition or characteristic that renders a person an individual with a handicap as defined in 24 CFR 8.2.

PORTABILITY: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial NBHA

PREMISES: The building or complex in which the dwelling unit is located, including common areas and grounds.

PREVIOUSLY UNEMPLOYED: This includes a person with disabilities who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

PRIVATE SPACE: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

PUBLIC ASSISTANCE: Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.

PHA: A state, country, municipality, or other governmental entity or public body authorized to administer the program. The term "PHA" includes an Indian Housing Authority (IHA). ("PHA") is referred to as a "Housing Agency" (PHA).

RANKING PREFERENCE: A preference used by the NBHA to select among applicant families that qualify for federal preference.

REASONABLE RENT: A rent to owner that is not more than rent charged:

- (1) For comparable units in the private unassisted market; and

(2) For comparable unassisted units in the premises.

RECEIVING PHA: In portability: An PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a certificate or voucher and provides program assistance to the family.

RECERTIFICATION: Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported. There are annual and interim recertifications.

REGULAR TENANCY: In the Certificate program: A tenancy other than an over-FMR tenancy.

REMAINING MEMBER OF TENANT FAMILY: Person left in assisted housing after other family members have left and become unassisted.

RENT TO OWNER: The total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.

RESIDENT ASSISTANT: A person who lives in an Independent Group Residence and provides on a daily basis some or all of the necessary services to elderly, handicapped, and disabled individuals receiving Section 8 housing assistance and who is essential to these individuals' care or wellbeing. A Resident Assistant shall not be related by blood, marriage or operation of law to individuals receiving Section 8 assistance nor contribute to a portion of his/her income or resources towards the expenses of these individuals.

RESPONSIBLE ENTITY: For the public housing and Section 8 tenant-based assistance, project-based certificate assistance and moderate rehabilitation program, the responsible entity means the NBHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

SECRETARY: The Secretary of Housing and Urban Development.

SECTION 214: Section 214 restricts HUD from making financial assistance available for non-citizens unless they meet one of the categories of eligible immigration status specified in Section 214.

SECURITY DEPOSIT: A dollar amount that can be applied to unpaid rent, damages or other amounts to the owner under the lease.

SERVICE PERSON: A person in the active military or naval service (including the active reserve) of the United States.

SINGLE PERSON: A person living alone or intending to live alone.

SPECIAL ADMISSION: Admission of an applicant that is not on the NBHA waiting list or without considering the applicant's waiting list position.

STALKING: As defined in VAWA "stalking" means:

- A. (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and
(ii) to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
- B. in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to;
 - (i) that person;
 - (ii) a member of the immediate family of that person (as defined in VAWA); or
 - (iii) the spouse or intimate partner of that person

SUBSIDY STANDARDS: Standards established by an NBHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

SUBSTANDARD UNIT: Substandard housing is defined by HUD for use as a federal preference.

SUSPENSION/TOLLING: Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the NBHA, from the time when the family submits a request for NBHA approval to lease a unit, until the time when the NBHA approves or denies the request.

TENANT: The person or persons (other than a live in aide) who executes the lease as lessee of the dwelling unit.

TENANT RENT: (Formerly called Net Family contribution.) The amount payable monthly by the family as rent to the owner (including a NBHA in other programs). Where all utilities (except telephone) and other essential housing services are supplied by the owner, Tenant Rent equals Total Tenant Payment. Where some of all utilities (except telephone) and other essential housing services are not supplied by the owner and the cost thereof is not included in the amount paid as rent to the owner, Tenant Rent equals Total Tenant Payment less the Utility Allowance in the Certificate Program. In the Voucher Program, Tenant Rent is Rent to Owner less HAP.

TOTAL TENANT PAYMENT (TTP): The highest of 30% of the monthly-adjusted income, 10% of total monthly income, the welfare rent or the minimum rent. .

UNIT: Residential space for the private use of a family.

UNUSUAL EXPENSES: Prior to the change in the 1982 regulations, this was the term applied to the amounts paid by the family for the care of minors under 13 years of age or for the care of disabled or handicapped family household members, but only where such care was necessary to enable a family member to be gainfully employed.

UTILITIES: Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

UTILITY ALLOWANCE: If the cost of utilities (except telephone) including range and refrigerator, and other housing services for an assisted unit is not included in the Contract Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a NBHA or HUD of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthy living environment.

UTILITY REIMBURSEMENT PAYMENT: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

VACANCY LOSS PAYMENTS: (For contracts effective prior to 10/2/95) When a family vacates its unit in violation of its lease, the owner is eligible for 80% of the Contract Rent for a vacancy period of up to one additional month, (beyond the month in which the vacancy occurred) if s/he notifies the NBHA as soon as s/he learns of the vacancy, makes an effort to advertise the unit, and does not reject any eligible applicant except for good cause.

VERY LARGE LOWER-INCOME FAMILY: Prior to the change in the 1982 regulations this was described as a lower-income family which included eight or more minors. This term is no longer used.

VERY LOW-INCOME FAMILY: A Lower-Income Family whose Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the Certificate and Voucher Programs.

VETERAN: A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than

dishonorable.

VIOLENCE AGAINST WOMEN & JUSTICE DEPARTMENT (VAWA): The Authorization Act of 2005 (P.L.109-162), a federal law that provides protections for victims of domestic violence, dating violence and stalking.

VIOLENT CRIMINAL ACTIVITY: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

VOUCHER PROGRAM: The rental voucher program.

WAITING LIST ADMISSION: An admission from the NBHA waiting list.

WAITING LIST: A list of families organized according to HUD regulations and NBHA policy that are waiting for subsidy to become available.

WELFARE ASSISTANCE: Welfare or other payments to families or individuals, based on need,