



# HOUSING CHOICE VOUCHER

## GLOSSARY

### ACRONYMS USED IN THE HOUSING CHOICE VOUCHER (HCV) PROGRAM

<b>AAF</b>	Annual Adjustment Factor (published by HUD in the Federal Register and used to compute annual rent adjustments)
<b>AAHP</b>	Affordable Assisted Housing Program
<b>ABLE</b>	Tax-advantaged savings account for individuals with disabilities
<b>ACC</b>	Annual Contributions Contract (between the PHA and HUD)
<b>ACFI</b>	MSHDA Auditing, Compliance, and Fraud Investigation Unit
<b>ADA</b>	Americans with Disabilities Act of 1990
<b>ADAAG</b>	ADA Accessibility Guidelines
<b>AIDS</b>	Acquired immune deficiency syndrome
<b>ALJ</b>	Administrative Law Judge
<b>AMGI</b>	Area Median Gross Income
<b>AMI</b>	Area Median Income
<b>AR</b>	Annual Reexamination/Recertification
<b>BMIR</b>	Below Market Interest Rate
<b>BR</b>	Bedroom
<b>CARS</b>	Compliance Audit Response System
<b>CDBG</b>	Community Development Block Grant (Program)
<b>CERA</b>	Covid Emergency Rental Assistance
<b>CFR</b>	Code of Federal Regulations (published federal rules that define and implement laws; commonly referred to as “the regulations”)
<b>CoC</b>	Continuum of Care
<b>COL</b>	Certification On-Line data application
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index (published monthly by the Department of Labor as an inflation indicator)
<b>DHHS</b>	Michigan Department of Health and Human Services
<b>DOJ</b>	Department of Justice

## Glossary

<b>DRU</b>	National Dru Sjodin Sex-Offender Registry
<b>EBL</b>	Environmental Blood Lead Level
<b>EBLL</b>	Elevated Blood Lead Level
<b>ED</b>	Executive Director (of Public Housing Agency)
<b>EEO</b>	Equal Employment Opportunity
<b>EHV</b>	Emergency Housing Voucher
<b>EI</b>	Environmental Investigation
<b>EIBLL</b>	Environmental Intervention Blood Lead Level
<b>EID</b>	Earned Income Disallowance
<b>EIN</b>	Employer Identification Number
<b>EITC</b>	Earned Income Tax Credit
<b>EIV</b>	HUD Enterprise Income Verification system
<b>ELI</b>	Extremely Low Income (generally defined as 30% AMI)
<b>ELITE</b>	Data tracking system pertaining to HCV applicants, participants, and landlords
<b>EOP</b>	End of Participation
<b>EPA</b>	Environmental Protection Agency
<b>ESG</b>	Emergency Solutions Grant program
<b>FAP</b>	Food Assistance Program
<b>FAS</b>	Freely Associate States (specific areas the US Government recognizes as eligible for certain programs)
<b>FDIC</b>	Federal Deposit Insurance Corporation
<b>FFY</b>	Federal Fiscal Year
<b>FHA</b>	Fair Housing Act or Federal Housing Administration (HUD Office of Housing)
<b>FHEO</b>	Fair Housing and Equal Opportunity (HUD Office of)
<b>FICA</b>	Federal Insurance Contributions Act (established Social Security taxes)
<b>FIP</b>	Family Independence Payment
<b>FMR</b>	Fair Market Rent (as established by HUD guidelines)
<b>FOIA</b>	Freedom of Information Act
<b>FR</b>	Federal Register (a resource listing published Federal rules)
<b>FSS</b>	Family Self-Sufficiency (Program)
<b>FTS</b>	Full-time student
<b>FUP</b>	Family Unification Program
<b>FY</b>	Fiscal year

## Glossary

<b>FYE</b>	Fiscal year end
<b>GAO</b>	Government Accountability Office
<b>GB</b>	Guidebook (HUD publishes various program guidebooks)
<b>GED</b>	General Education Development
<b>GFCI</b>	Ground-fault circuit interrupter
<b>GR</b>	Gross rent
<b>HA</b>	Housing Authority or Housing Agency
<b>HAP</b>	Housing Assistance Payment (HAP Contract is a contract for such payment)
<b>HARA</b>	Housing Assessment and Resource Agency
<b>HCA</b>	Housing Credit Agency
<b>HCD</b>	Housing and Community Development
<b>HCV</b>	Housing Choice Voucher
<b>HEA</b>	Higher Education Act
<b>HEPA</b>	High-efficiency particulate air
<b>HIP</b>	Housing Information Portal
<b>HMIS</b>	Homeless Management Information System
<b>HMFR</b>	HUD Metropolitan Fair Markets Rent Area
<b>HOH</b>	Head of household
<b>HOME</b>	Home Investment Partnerships Program
<b>HOPE 1</b>	A HUD program for developing public-housing home ownership
<b>HOPE 2</b>	A HUD program for developing multi-family housing home ownership
<b>HOTMA</b>	Housing Opportunity Through Modernization Act of 2016
<b>HQS</b>	Housing Quality Standards
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>HUD-VASH</b>	A HUD program for Veterans Affairs Supportive Housing
<b>HUDCLIPS</b>	HUD Client Information and Policy System
<b>IB</b>	Instruction Booklet (HUD publishes various program instruction booklets)
<b>ICHAT</b>	State of Michigan Internet Criminal History Access Tool
<b>ID</b>	Identification (as in “State ID”)
<b>IMS</b>	HUD Inventory Management System
<b>IPA</b>	Independent Public Accountant
<b>IPHA</b>	Initial Public Housing Agency

## Glossary

<b>IR</b>	Interim Reexamination/ Recertification
<b>IRA</b>	Individual Retirement Account
<b>IRP</b>	Interest Reduction Payment
<b>IRS</b>	Internal Revenue Service
<b>IVT</b>	Income Validation Tool
<b>JTPA</b>	Job Training Partnership Act
<b>KEOGH</b>	A type of tax-deferred trust savings account
<b>LARA</b>	State of Michigan Department of Licensing and Regulatory Affairs
<b>LBP</b>	Lead-based paint
<b>LEP</b>	Limited English Proficiency
<b>LIHTC</b>	Low Income Housing Tax Credit
<b>LL</b>	Landlord
<b>LP</b>	Liquid propane
<b>LSHR</b>	Lead Safety Housing Rule
<b>MDCR</b>	Michigan Department of Civil Rights
<b>MDHHS</b>	Michigan Department of Health and Human Services
<b>MDOC</b>	Michigan Department of Corrections
<b>MiCASE</b>	State of Michigan child-support information system
<b>MOAHR</b>	Michigan Office of Administrative Hearing and Rules
<b>MOU</b>	Memorandum of Understanding
<b>MRP</b>	Moderate Rehabilitation Program
<b>MSA</b>	Metropolitan Statistical Area (established by the U.S. Census Bureau)
<b>MSHDA</b>	Michigan State Housing Development Authority
<b>MTCS</b>	Multi-family Tenant Characteristics System (now the Form HUD-50058 sub-module of the PIC system)
<b>MTW</b>	Moving to Work
<b>MVP</b>	Mainstream Voucher Program
<b>M5VP</b>	Mainstream 5 Voucher Program
<b>NED</b>	Non-elderly disabled
<b>NEPA</b>	National Environmental Policy Act
<b>NFD</b>	Notice of Final Decision
<b>NFPA</b>	National Fire Protection Association
<b>NMS</b>	Non-metallic sheathed or sheathing

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## Glossary

<b>NOFA</b>	Notice of Funding Availability
<b>NSP</b>	Neighborhood Stabilization Program
<b>NSPIRE</b>	National Standards for the Physical Inspection of Real Estate
<b>OLHCHH</b>	HUD Office of Lead Hazard Control and Healthy Homes General Counsel
<b>OIG</b>	HUD's Office of Inspector General
<b>OMB</b>	Office of Management and Budget (federal)
<b>OPH</b>	Office of Public Housing
<b>OPIC</b>	Owner's Physical Inspection Certification system
<b>OTIS</b>	State of Michigan Offender Tracking Information System
<b>PASS</b>	Plan to Achieve Self-Support
<b>PBV</b>	Project-Based Voucher
<b>PFD</b>	Proposal for Decision
<b>PHA</b>	Public Housing Agency
<b>PIH</b>	(HUD Office of) Public and Indian Housing (many references to PIH Notices)
<b>PS</b>	Payment standard
<b>PSH</b>	Permanent Supportive Housing
<b>PSOR</b>	State of Michigan Public Sex Offender Registry
<b>QAP</b>	Qualified Action Plan
<b>QC</b>	Quality control
<b>QHWRA</b>	Quality Housing and Work Responsibility Act of 1998 (also known as the Public Housing Reform Act)
<b>RADP</b>	Rental Assistance Demonstration Program
<b>RAHS</b>	MSHDA's Rental Assistance and Homeless Solutions Unit
<b>RE</b>	Responsible Entity
<b>REAC</b>	(HUD) Real Estate Assessment Center
<b>RESPA</b>	Real Estate Settlement Procedures Act
<b>RFP</b>	Request for proposals
<b>RFTA</b>	Request for tenancy approval
<b>RHIIP</b>	Rental Housing Integrity Improvement Act
<b>RIGI</b>	Regional inspector general for investigation (handles fraud and program abuse matters for HUD at the regional office level)
<b>SAFMR</b>	Small Area Fair Market Rent
<b>SIM</b>	State Innovation Tool

## Glossary

<b>RVI</b>	Remote Video Inspection
<b>SEMAP</b>	(HUD) Section 8 Management Assessment Program
<b>SOP</b>	Standard Operating Procedures
<b>SOR</b>	Michigan Sex Offender Registry
<b>SORA</b>	Michigan Sex Offender Registry Act
<b>SRO</b>	Single room occupancy
<b>SSA</b>	Social Security Administration
<b>SSDI</b>	Social Security Disability Insurance
<b>SSI</b>	Supplemental Security Income
<b>SSN</b>	Social Security Number
<b>SWICA</b>	State wage information collection agency
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TPV</b>	Third Party Verification
<b>TPV</b>	Tenant protection vouchers
<b>TR</b>	Tenant rent
<b>TTP</b>	Total tenant payment
<b>UA</b>	Utility allowance
<b>UAP</b>	Utility allowance payment
<b>UFAS</b>	Uniform Federal Accessibility Standards
<b>UIV</b>	Upfront Income Verification
<b>UNP</b>	Unrestricted Net Position
<b>UPCS-V</b>	HUD's Uniform Physical Conditions Standards – Voucher
<b>URA</b>	Uniform Relocation Assistance and Real Property Acquisitions Policies Act
<b>URP</b>	Utility reimbursement payment
<b>USC</b>	United States Code (Federal laws)
<b>USCIS</b>	United States Citizenship and Immigration Services
<b>VAMC</b>	Department of Veterans Affairs Medical Center
<b>VASH</b>	Veterans Administration Supportive Housing Voucher
<b>VAWA</b>	Violence Against Women Act Reauthorization Act of 2013
<b>VG</b>	HUD Verification Guide, Appendix A of Notice PIH 2004-1
<b>VCA</b>	Voluntary Compliance Agreement
<b>VMS</b>	Voucher Management System

## Glossary

<b>VOD</b>	Viewed Original Documents
<b>VRAP</b>	Veterans Retraining Assistance Program
<b>WTW</b>	Welfare to Work

## GLOSSARY OF SUBSIDIZED HOUSING TERMS

**Abatement.** Stopping HAP payments to an owner with no potential for retroactive payment.

**Absorption.** In portability (under subpart H of this part 982): the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

**Accessible.** The facility or portion of the facility can be approached, entered, and used by persons with disabilities.

**Active tenant.** An individual/family currently participating (receiving a rental subsidy) in the Housing Choice Voucher Program.

**Actively and Successfully Participating In.** Proof in the form of record of attendance, and compliance with all the rules of the assisting program, including no further criminal activity.

**Adjusted income.** Annual income, less allowable HUD deductions and allowances.

**Administrative fee.** Fee paid by HUD to the PHA for administration of the program. See §982.152.

**Administrative fee reserve** (formerly “operating reserve”). Account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes. See §982.155.

**Administrative Plan.** The plan that describes PHA policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA’s board and included as a supporting document to the PHA Plan. See §982.54.

**Admission.** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.

**Affiliated Individual.** With respect to an individual, a spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in loco parentis (in the place of a parent), or any individual, tenant, or lawful occupant living in the household of that individual.

**Amortization Payment.** In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

**Annual.** Happening once a year.

**Annual contributions contract (ACC).** The written contract between HUD and a PHA under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program.

**Prior to PHA implementation of HOTMA 102/104: Annual income.** The anticipated total 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.

**Upon PHA implementation of HOTMA 102/104: Annual income.** All amounts not specifically excluded in 24 CFR 5.609(b), received from all sources by each member of the family who is 18 years of age or older or is the head of household, spouse or cohead, plus unearned income by or on behalf of each dependent who is under 18 years of age.

**Applicant (applicant family).** A family that has applied for admission to a program but is not yet a participant in the program.

**Area exception rent.** An amount that exceeds the published FMR. See 24 CFR 982.504(b).

**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*.)

**Authorized voucher units.** The number of units for which a PHA is authorized to make assistance payments to owners under its annual contributions contract.

**Auxiliary Aids.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving federal financial assistance.

**Biennial.** Happening every two years.

**Bifurcate.** With respect to a public housing or 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.

**Budget authority.** An amount authorized and appropriated by the Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

**Business Days:** MSHDA is a governmental Agency of the State of Michigan and follows business days as determined by the State of Michigan for conducting business and when establishing deadline dates.

**Building.** A structure with a roof and walls that contains one or more dwelling units.

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

**Childcare expenses.** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further their education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

**Chronically Homeless.** A person who is “chronically homeless” is an unaccompanied homeless individual with a disabling condition, or a family with at least one adult member who has a disabling condition, who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.” An episode of homelessness is a separate, distinct, and sustained stay in a place not meant for human habitation, on the streets, in an emergency homeless shelter and/or in a HUD-defined Safe Haven. A chronically homeless person must be disabled during each episode. A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.

**Citizen.** A citizen or national of the United States.

**Cohead.** An individual in the household who is equally responsible for the lease with the head of household. A family may have a cohead or spouse but not both. A cohead never qualifies as a dependent. The cohead must have legal capacity to enter into a lease.

**Common space.** In shared housing, the space available for use by the assisted family and other occupants of the unit.

**Computer match.** The automated comparison of databases containing records about individuals.

**Confirmatory review.** An on-site review performed by HUD to verify the management performance of a PHA.

**Consent form.** Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

**Congregate housing.** Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. A special housing type: see 24 CFR 982.606–609.

**Contiguous MSA. Metropolitan Statistical Area (MSA).** In portability (under subpart H of part 982): An MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

**Continuously assisted.** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

**Contract authority.** The maximum annual payment by HUD to a PHA for a funding increment.

**Cooperative** (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type (see 24 CFR 982.619).

## Glossary

**Covered families.** Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which federal, state, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

**Credible Evidence.** Includes documentation of drug raids, arrest warrants, or other information obtained from police and/or court records. Witness testimony can be considered as evidence.

**Currently Engaged In.** With respect to behavior such as illegal use of a drug or other criminal activity, *currently engaged in* is defined by the PHA as having occurred within the past three months.

**Currently Engaged in Violent Criminal Activity.** Any act within the past one year, or a pattern within the last two years, by an applicant or participant household member which involved criminal activity that has as one of its elements, the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

**Dating violence.** 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

**Upon PHA implementation of HOTMA 102/104: Day laborer.** An individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.

**Upon PHA implementation of HOTMA 102/104: De minimis error.** An error that results in a difference in the determination of a family's adjusted income of \$30 or less per month.

**Dependent.** A member of the family (except foster children and foster adults) other than the family head, co-head, or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

**Dependent Child.** In the context of the student eligibility restrictions, a dependent child of a student enrolled in an institution of higher education. The dependent child must also meet the definition of *dependent* as specified above.

**Disability assistance expenses.** Reasonable expenses that, when combined with health and medical care expenses, exceed 10 percent of annual income and are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

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***Disabled family.*** A family whose head, cohead, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

***Disabled person.*** See *person with disabilities*.

***Disallowance.*** Exclusion from annual income.

***Displaced family.*** 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.

***Domestic partner.*** Two adults (opposite-sex or same-sex) over the age of 18 that self-identify as being a cohabitating couple.

***Domestic violence. (crime).*** 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 user 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

***Domestic violence (target population definition).*** In addition to Category 4 of the Homeless definition, “Domestic Violence” means the occurrence of any of the following acts by a person that is not an act of self-defense:

1. Causing or attempting to cause physical or mental harm to an intimate partner;
2. Placing an intimate partner in fear of physical or mental harm;
3. Causing or attempting to cause an intimate partner to engage in involuntary sexual activity by force, threat of force, or duress;
4. Engaging in activity toward an intimate partner that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

***Domicile.*** The legal residence of the household head or spouse as determined in accordance with state and local law.

**Drug.** Means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

**Drug-related criminal activity.** 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.

**Upon PHA implementation of HOTMA 102/104: Earned income.** Income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

**Economic abuse.** 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

**Economic self-sufficiency program.** Any program designed to encourage, assist, train, or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see 24 CFR 5.603(c).

**Elderly family.** A family whose head, cohead, spouse, or sole member is a person who is at least 62 years of age; 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.

**Elderly person.** An individual who is at least 62 years of age.

**Eligible family.** A family that is income eligible and meets the other requirements of the 1937 Act and Part 5 of 24 CFR. See also *family*.

**Emancipated Minor.** Emancipation occurs by operation of law or court order. Operation of law occurs when (1) a person reaches 18 years of age, or (2) during the period when a minor is on active duty with the armed forces of the United States. Court order occurs pursuant to a petition filed by a minor with the Probate Court. The court may issue an 'Emancipation Order' if it determines that emancipation is in the best interest of the minor. A copy of the Emancipation Order is required to confirm that the minor is emancipated.

**Employer identification number (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.

**Enhanced Voucher.** Subject to the availability of appropriations, enhanced voucher assistance will be offered to eligible residents who remain in a complex under the following categories of Housing Conversion Actions: Project-based HCV Owner Opt-Outs, Preservation Prepayments, HUD Enforcement Actions and HUD Property dispositions. “Enhanced” vouchers differ from regular HCV vouchers in two ways. First the family must contribute towards rent, at least the amount the family paid for rent as of the date of the prepayment (minimum rent requirement). Secondly, a higher, “Enhanced”, payment standard is substituted in cases where the family stays in the unit and the owner’s new gross rent after the prepayment exceeds the normally applicable payment standard. Enhanced vouchers are tenant-based assistance. The family selects their unit. The PHA approves the unit for leasing. The family and the owner execute the lease agreement. The owner and PHA execute an individual housing assistance payment contract for each family.

**Evidence of citizenship or eligible status.** The documents which must be submitted as evidence of citizenship proof eligible immigration status. See 24 CFR 5.508(b).

**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 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes. See 24 CFR 5.603.

**Fair Housing Act.** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

**Fair market rent (FMR).** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe, and sanitary rental housing of modest (non-luxury) nature with suitable amenities.

In the HCV program, the FMR may be established at the ZIP code level (see definition of *Small Area Fair Market Rents*), metropolitan area level, or nonmetropolitan county level.

**Family.** Includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, and can be further defined in PHA policy. Family includes a single person, who may be:

- An elderly person, displaced person, disabled person, near-elderly person, or any other single person;
- **Upon PHA implementation of HOTMA 102/104:** An otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act 42 U.S.C. 675(5)(H)(i), and is homeless or is at risk of becoming homeless at age 16 or older; or

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Family also includes a group of persons residing together, and such group includes, but is not limited to:

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

A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family)

**Family rent to owner.** In the voucher program, the portion of rent to owner paid by the family.

**Family self-sufficiency program (FSS program).** The program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the coordination of supportive services to these families (24 CFR 984.103).

**Family share.** The portion of rent and utilities paid by the family. For calculation of family share, see 24 CFR 982.515(a).

**Family unit size.** The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards.

**Federal agency.** A department of the executive branch of the Federal Government.

**Federally Assisted Housing.** Housing assisted under any *Upon PHA implementation of* the following programs:

1. Public Housing;
2. Housing receiving project-based or tenant-based assistance under section 8 of the Housing Act of 1937 [42 U.S.C. 1437f];
3. Housing insured, assisted, or held by HUD or by a State or local agency under Section 236 of the National Housing Act [12 U.S.C. 1715z-1].

**HOTMA 102/104: Foster adult.** A member of the household who is 18 years of age or older and meets the definition of a foster adult under state law. In general, a foster adult is a person who is 18 years of age or older, 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.

**Upon PHA implementation of HOTMA 102/104: Foster child.** 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.

**Foster childcare payment.** A 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 attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended). See 24 CFR 5.603.

**Funding increment.** Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

**Gender Identity.** Actual or perceived gender-related characteristics.

**Gross rent.** The sum of the rent to owner plus any utility allowance.

**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). (A special housing type: see 24 CFR 982.610–614.)

**Handicap.** Any condition or characteristic that renders a person an individual with handicaps. (See persons *with disabilities*.)

**HAP contract.** The housing assistance payments contract. A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.

**Head of household.** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

**Homeless**

1. **An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:**
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. **An individual or family who will imminently lose their primary nighttime residence, provided that:**

## Glossary

- a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- 3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:**
- a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- 4. Any individual or family who:**
- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

## Glossary

**Homeless youth.** See item (3) under the Homeless definition.

**Health and medical care expenses.** Any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed.

**Household.** A household includes additional people other than the family who, with the PHA's permission, live in an assisted unit, such as live-in- aides, foster children, and foster adults.

**Housing assistance payment. (HAP).** The monthly assistance payment by a PHA, which includes: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

**Housing agency (HA).** See *public housing agency*.

**Housing quality standards (HQS).** The minimum quality standards developed by HUD in accordance with 24 CFR 5.703 for the HCV program, including any variations approved by HUD for the PHA under 24 CFR 5.705(a)(3).

**Housing Information Portal (HIP).** *The HIP system is being designed to reduce administrative burden on housing authorities in the collection of HUD-50058 tenant data, public housing building and unit inventory data, and Housing Choice Voucher (HCV) Housing Assistance Payment (HAP) information.*

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

**Human trafficking.** A crime involving the exploitation of a person for labor, services, or commercial sex. The Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations recognize and define two primary forms of human trafficking:

- Sex trafficking is the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age. See 22 U.S.C. § 7102(11)(A).
- Forced labor is the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. See 22 U.S.C. § 7102(11)(B).

**Imputed asset.** An asset disposed of for less than fair market value during the two years preceding examination or reexamination.

**Imputed asset income.** The PHA -established passbook rate multiplied by the total cash value of assets. The calculation is used when net family assets exceed \$5,000.

**Imputed welfare income.** An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction but is included in the family's annual income and therefore reflected in the family's rental contribution.

**Inactive tenant.** A former tenant (individual/family) that is no longer receiving a rental subsidy under the Housing Choice Voucher program.

**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.

**Upon PHA implementation of HOTMA 102/104: Independent contractor.** An individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.

**Independent entity.** The unit of general local government; however, if the PHA itself is the unit of general local government or an agency of such government, then only the next level of general local government (or an agency of such government) or higher may serve as the independent entity; or a HUD-approved entity that is autonomous and recognized under state law as a separate legal entity from the PHA.

The entity must not be connected financially (except regarding compensation for services performed for PHA-owned units) or in any other manner that could result in the PHA improperly influencing the entity.

**Individual with handicaps.** See *person with disabilities*.

**Upon PHA implementation of HOTMA 102/104: Inflationary index.** An index based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) used to make annual adjustments to the deduction for elderly disabled families, the cap for imputing returns on assets, the restriction on net family assets, the amount of net assets the PHA may determine based on self-certification by the family, and the dependent deduction.

**Initial PHA.** In portability, the term refers to both: (1) A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and (2) A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

**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.

**Inside.** Under NSPIRE, the inside of HUD housing (or “inside areas”) refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of “inside” common areas may include, basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, day care rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas.

Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.

**Institution of Higher Education.** An institution of higher education as defined in 20 U.S.C. 1001 and 1002. See Exhibit 3-2 in this Administrative Plan.

**Interim Reexamination.** The process of securing documentation of changes to family income or family composition at a time other than the annual reexamination.

## Glossary

***Jurisdiction.*** The area in which the PHA has authority under state and local law to administer the program.

***Landlord.*** Either the owner of the property or their representative, or the managing agent or their representative, as shall be designated by the owner.

***Landlord participant.*** A landlord who is currently receiving a Housing Assistance Payment from the PHA.

***Lease.*** 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 PHA.

***Life-Threatening deficiency.*** Under NSPIRE, the life-threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death or severe illness or injury to a resident.

***Live-in aide.*** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

***Living/sleeping room.*** A living room may be used as sleeping (bedroom) space, but no more than two persons may occupy the space. A bedroom or living/sleeping room must have at least one window and two electrical outlets in proper operating condition. See HCV GB p. 10-6 and 24 CFR 982.401.

***Local Preference.*** A preference used by the PHA to select among applicant families.

***Low deficiency.*** Under NSPIRE, deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.

***Low-income family.*** A family whose income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80 percent for areas with unusually high or low 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.

***Minor.*** A member of the family household other than the family head or spouse, who is under 18 years of age.

***Mixed family.*** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

## Glossary

***Moderate Rehabilitation Program.*** The Section 8 Moderate Rehabilitation Program. The purpose of this program is to upgrade substandard rental housing and to provide rental subsidies for low-income families. Subsidies are not portable and remain with the unit.

***Moderate deficiency.*** Under NSPIRE, this includes deficiencies that, if evident in the home or on the property, present a moderate risk of an adverse medical event requiring a healthcare visit; cause temporary harm; or if left untreated, cause or worsen a chronic condition that may have long-lasting adverse health effects; or that the physical security or safety of a resident or their property could be compromised.

***Monthly adjusted income.*** One twelfth of adjusted income.

***Monthly income.*** One twelfth of annual income.

***Mutual housing.*** Included in the definition of *cooperative*.

***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.

***National Standards for the Physical Inspection of Real Estate.*** HUD's housing inspection approach. NSPIRE is a single inspection standard for all units under the Public Housing, HCV, Multifamily, and Community Planning and Development (CPD) programs. NSPIRE's focus is on the areas that impact residents the most, such as the dwelling unit.

***Near-elderly family.*** 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.

***Prior to PHA implementation of HOTMA 102/104: Net family assets.*** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.

-In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received, therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

- **Upon PHA implementation of HOTMA 102/104: Net family assets.** The net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing real property, savings, stocks, bonds, and other forms of capital investment.

In determining net family assets, PHAs or owners, as applicable, must include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor.

In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms. Negative equity in real property or other investments does not prohibit the owner from selling the property or other investments, so negative equity alone would not justify excluding the property or other investments from family assets.

**Noncitizen.** A person who is neither a citizen nor national of the United States.

**Notice of funding availability (NOFA).** For budget authority that HUD distributes by competitive process, the *Federal Register* document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

**Office of General Counsel (OGC).** The General Counsel of HUD.

**Other Good Cause for Termination of Tenancy.** (See HUD Tenancy Addendum, item 8. d. for full definition.) Must be something the family did or failed to do. During the initial lease term or any extension term, other good cause may include disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises. After the initial lease term, good cause may include the tenant's failure to accept the owner's offer of a new lease or revision; the owners desire to use the unit for personal or family use of for a purpose other than use as a residential rental unit; or a business or economic reason for termination of the tenancy such as sale of the property, renovation of the unit, or the owner's desire to rent the unit for a higher rent.

**Opt Out.** A conversion action where an owner, after at least twenty (20) years of participation, chooses to no longer participate in (opt out of) certain programs by not renewing an expiring Section 8 or Section 236 project-based contract with HUD.

**Outside.** Under NSPIRE, outside of HUD housing (or "outside areas") refers to the building site, building exterior components, and any building systems located outside of the building or unit.

Examples of "outside" components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, car ports, fire escapes, foundations, lighting, roofs, walls, and windows.

**Overcrowded.** A unit that does not have at least one bedroom or living/sleeping space room for each two persons.

## Glossary

**Owner.** Any person or entity with the legal right to lease or sublease a unit to a participant.

**PHA-owned unit.** A dwelling unit in a project that is: (A) Owned by the PHA (including having a controlling interest in the entity that owns the project); (B) Owned by an entity wholly controlled by the PHA; or (C) Owned by a limited liability company or limited partnership in which the PHA (or an entity wholly controlled by the PHA) holds a controlling interest in the managing member or general partner. A controlling interest is: (A) Holding more than 50 percent of the stock of any corporation;

(B) Having the power to appoint more than 50 percent of the members of the board of directors of a non-stock corporation (such as a nonprofit corporation); (C) Where more than 50 percent of the members of the board of directors of any corporation also serve as directors, officers, or employees of the PHA; (D) Holding more than 50 percent of all managing member interests in an LLC; (E) Holding more than 50 percent of all general partner interests in a partnership; or (F) Equivalent levels of control in other ownership structures.

**PHA Plan.** The annual plan and the 5-year plan as adopted by the PHA and approved by HUD.

**PHA's quality control sample.** An annual sample of files or records drawn in an unbiased manner and reviewed by a PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see CFR 985.3.

**Participant (participant family).** A family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).

**Pattern of Abuse.** Two or more occurrences of alcohol or drug-related offenses during the past twelve months.

**Payment standard.** The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).

**Person with disabilities.** *For the purposes of program eligibility.* A person who has a disability as defined under the Social Security Act or Developmental Disabilities Care Act, or a person who has a physical or mental impairment expected to be of long and indefinite duration and whose ability to live independently is substantially impeded by that impairment but could be improved by more suitable housing conditions. This includes persons with AIDS or conditions arising from AIDS but excludes persons whose disability is based solely on drug or alcohol dependence. *For the purposes of reasonable accommodation.*

A person with a physical or mental impairment that substantially limits one or more major life activities, a person regarded as having such an impairment, or a person with a record of such an impairment.

**Portability.** Renting a dwelling unit with a Section 8 housing choice voucher outside the jurisdiction of the initial PHA.

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

***Preponderance of the evidence.*** Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole, shows that the fact sought to be proved is more probably than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

***Preservation.*** A conversion action where an owner of a Section 236 or Section 221(d)(3) funded property voluntarily elects to prepay the mortgage or voluntarily terminates the mortgage insurance with HUD, after at least twenty (20) years of participation.

***Previously unemployed.*** With regard to the earned income disallowance, a person with disabilities who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

***Private space.*** In shared housing, the portion of a contract unit that is for the exclusive use of an assisted family.

***Project owner.*** The person or entity that owns the housing project containing the assisted dwelling unit.

***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.

***Public housing agency (PHA).*** Any state, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

***Qualified family*** (under the earned income disallowance). A family participating in an applicable assisted housing program or receiving HCV assistance:

- Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment;
- Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the responsible entity in consultation with the local agencies administering temporary assistance for needy families (TANF) and Welfare-to-Work (WTW) programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance--- provided that the total amount over a six-month period is at least \$500.

**Qualified census tract.** With regard to certain tax credit units, any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent, and where the census tract is designated as a qualified census tract by HUD.

**Upon PHA implementation of HOTMA 102/104: Real property.** Real property has the same meaning as that provided under the law of the state in which the property is located.

**Reasonable accommodation.** A change, exception, or adjustment to a rule, policy, practice, or service to allow a person with disabilities to fully access the PHA's programs or services.

**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: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a 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.

**Remaining member of the tenant family.** The person left in assisted housing who may or may not normally qualify for assistance on their own circumstances (i.e., an elderly spouse dies, leaving widow aged 47 who is not disabled).

**Rent to owner.** The total monthly rent payable to the owner under the lease for the unit (also known as contract rent). Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

**Request for Tenancy Approval (RFTA).** A form (Form HUD-52517) submitted by or on behalf of a family to a PHA once the family has identified a unit that it wishes to rent using tenant-based voucher assistance.

**Residency preference.** A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area (See *residency preference area*).

**Residency preference area.** The specified area where families must reside to qualify for a residency preference.

**Responsible entity.** For the public housing and the Section 8 tenant-based assistance, project-based voucher assistance, and moderate rehabilitation programs, the responsible entity means the PHA 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 8.** Section 8 of the United States Housing Act of 1937.

**Section 8 covered programs.** All HUD programs which assist housing under Section 8 of the 1937 Act, including Section 8 assisted housing for which loans are made under Section 202 of the Housing Act of 1959.

**Section 8 Management Assessment Program (SEMAP).** A system used by HUD to measure PHA performance in key Section 8 program areas. See 24 CFR Part 985.

**Section 214.** Section 214 of the Housing and Community Development Act of 1980, as amended.

**Section 214 covered programs.** The collective term for the HUD programs to which the restrictions imposed by Section 214 apply. These programs are set forth in 24 CFR 5.500.

**Security deposit.** A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.

**Serious and Repeated Lease Violations.** Will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity.

**Seasonal worker. Upon PHA implementation of HOTMA 102/104: Seasonal worker.** An individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry.

**Set-up charges.** In a manufactured home space rental, charges payable by the family for assembling, skirting, and anchoring the manufactured home.

**Severe deficiency.** Under NSPIRE, the severe category includes deficiencies that, if evident in the home or on the property, present a high risk of permanent disability, or serious injury or illness, to a resident; or the physical security or safety of a resident or their property would be seriously compromised.

**Sexual assault.** Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent (42 U.S.C. 13925(a)).

**Sexual orientation.** Homosexuality, heterosexuality, or bisexuality.

**Shared housing.** A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. (A special housing type: see 24CFR §24 CFR 982.615– - §–982.618.)

**Single Person.** A person living alone or intending to live alone.

**Single room occupancy housing (SRO).** A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. (A special housing type: see 24 CFR 982.602–982.605.)

**Small Area Fair Market Rents (SAFMRs).** FMRs established for ZIP code areas.

**Small rural public housing agency (PHA).** Section 38 defines the term “small public housing agency” as a public housing agency “for which the sum of the number of public housing dwelling units administered by the agency and the number of vouchers under section 8(o) administered by the agency is 550 or fewer” and “that predominantly operates in a rural area, as described in section 1026.35(b)(2)(iv)(A) of title 12, Code of Federal Regulations.”

## Glossary

After consideration of the public comments discussed above, HUD is interpreting “predominantly operates in a rural area” to mean a small PHA that:

- (1) Has a primary administrative building with a physical address in a rural area as described in 12 CFR 1026.35(b)(2)(iv)(A); or
- (2) more than 50 percent of its combined public housing units and voucher units under section 8(o) are in rural areas as described in 12 CFR 1026.35(b)(2)(iv)(A). HUD also clarifies that voucher units under section 8(o) include those in the tenant-based Housing Choice Voucher (HCV) program and the Project-Based Voucher (PBV) program.

***Social security number (SSN).*** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person’s earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.

***Special admission.*** Admission of an applicant that is not on the PHA waiting list or without considering the applicant’s waiting list position.

***Special housing types.*** See subpart M of part 982. Subpart M states the special regulatory requirements for: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

***Special Need.*** An adult person/prospective tenant with a physical (including profound deafness and legally blind), mental or emotional impairment that is of long-term duration, and, at the same time, the tenant must have a substantial and sustained need for supportive services in order to successfully live independently. In order to meet the “special needs definition,” tenants must require assistance in at least two life-skill areas, such as:

1. Ability to independently meet personal care needs;
2. Economic self-sufficiency (capacity for sustained and successful functioning in vocational, learning or employment contexts);
3. Use of language (ability to effectively understand, be understood and handle communication as needed on a daily and ongoing basis);
4. Instrumental living skills (managing money, getting around in the community, grocery shopping, complying with prescription requirements, meal planning and preparation, mobility, etc.), or
5. Self-direction (making decisions/choices about one’s day-to-day activities and regarding one’s future), or
6. The person is a recipient of SSI/SSDI.

***Specified welfare benefit reduction.*** Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution.

## Glossary

A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

**Spouse.** The marriage partner of the head of household.

**Stalking.** To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and 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 (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

**State wage information collection agency (SWICA).** The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

**Subsidy standards.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

**Suspension.** The term on the family's voucher stops from the date the family submits a request for tenancy PHA approval of the tenancy, until the date the PHA notifies the family in writing whether the request has been approved or denied. This practice is also called *tolling*.

**Tax credit rent.** With regard to certain tax credit units, the rent charged for comparable units of the same bedroom size in the building that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

**Technological abuse.** 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 emergency technologies

**Tenancy addendum.** For the housing choice voucher program, the lease language required by HUD in the lease between the tenant and the owner.

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

**Tenant-paid utilities.** Utilities and services that are not included in the rent to owner and are the responsibility of the assisted family, regardless of whether the payment goes to the utility company or the owner. The utilities and services are those necessary in the locality to provide housing that complies with HQS. The utilities and services may also include those required by HUD through a *Federal Register* notice after providing opportunity for public comment.

**Tenant rent to owner.** See *family rent to owner*.

**Term of lease.** The amount of time a tenant agrees in writing to live in a dwelling unit.

**Total tenant payment (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

**Upon PHA implementation of HOTMA 102/104: Unearned income.** Any annual income, as calculated under 24 CFR 5.609, that is not earned income.

**Unit.** Under NSPIRE, a unit (or “dwelling unit”) of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows.

**Utilities.** Water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection, and sewage services. Telephone service is not included.

**Utility allowance.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost 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 healthful living environment.

**Utility reimbursement.** In the voucher program, the portion of the housing assistance payment which exceeds the amount of rent to owner.

**Utility hook-up charge.** In a manufactured home space rental: Costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

**VASH Voucher.** The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

**Very low-income family.** A low-income family whose annual income does not exceed 50 percent 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 percent 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 housing choice voucher program.

## Glossary

**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 Reauthorization Act (VAWA.) of 2013.).** Prohibits denying admission to the program to an otherwise qualified applicant or terminating assistance on the basis that the applicant or program participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or human trafficking.

**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., which is substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage (i.e. rape, murder, robbery, arson, and assault).

**Voucher (housing choice voucher).** A document issued by a PHA to a family selected for admission to the housing choice voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program.

**Voucher holder.** A family holding a voucher with an unexpired term (search time).

**Voucher program.** The housing choice voucher program.

**Waiting list.** A list of families organized according to HUD regulations and PHA policy who are waiting for a unit to become available.

**Waiting list admission.** An admission from the PHA waiting list.

**Welfare assistance.** Income assistance from federal or state welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, childcare or other services for working families. For the FSS Program (24 CFR 984.103), *welfare assistance* includes only cash maintenance payments designed to meet a family's ongoing basic needs.

Does not include nonrecurring short term benefits designed to address individual crisis situations, work subsidies, supportive services such as childcare and transportation provided to families who are employed, refundable earned income tax credits, contributions to and distributions from Individual Development Accounts under TANF, services such as counseling, case management, peer support, childcare information and referral, financial empowerment, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, amounts solely directed to meeting housing expenses, amounts for health care, Supplemental Nutrition Assistance Program (SNAP) and emergency rental and utilities assistance, SSI, SSDI, or social security, and child-only or non-needy TANF grants made to or on behalf of a dependent child solely on the basis of the child's need and not the need of the child's current non-parental caretaker.

**Withholding.** Stopping HAP payments to an owner while holding them for potential retroactive disbursement.