

Snohomish County
Local Guidelines and
Applicable Policies and Procedures
For
Consolidated Homeless Grant



Funded through the
Housing Assistance Unit
Community Services and Housing Division
Department of Commerce

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1. Overview

The Consolidated Homeless Grant (CHG) combines state homeless resources into a single grant opportunity to county governments (and other designated entities) under the administration of the Washington State Department of Commerce (Commerce). The CHG is designed to support an integrated system of housing assistance to prevent homelessness and quickly re-house households who are unsheltered. This grant provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in Local Homeless Plans.

Fund Sources:

Washington State Home Security Fund, Affordable Housing for All Fund, Transitional Housing Operating and Rent Account, Homeless Housing Program authorized by RCW 43.185C

Grant Activities

CHG funds support a variety of activities, including operations of time-limited housing units, rental assistance, and data collection and reporting. Refer to the *Administrative Requirements for Consolidated Homeless Grant* for the administrative and system requirements for grantees and Sub Grantees, coordinated assessments, reporting, legislatively established priorities, and requirements for local homeless plan.

Important Note for Snohomish County Subgrantees

Always check the Department of Commerce website for updated guidelines:

<http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram.aspx>

2. Purpose

The purpose of the *Guidelines* is to:

- ✓ Provide detail on client eligibility;
- ✓ Outline the allowable activities for Lead Grantees and Sub Grantees; and
- ✓ Provide standards for documenting services and ensuring compliance.

This document is incorporated into Commerce's CHG and may be modified at any time during the grant period. **This document is also incorporated into Snohomish County's Exhibit A and local policies and procedures may change at any time.**

3. Eligibility

Housing Status Eligibility

Lead /Sub Grantees need to first determine the *Housing Status* of individuals or households they want to support with CHG funds. The information identifies who is homeless and who is at risk of becoming homeless.

At Risk of Becoming Homeless These people are currently housed but are facing eviction and need housing assistance to prevent them from becoming homeless (see Appendix A for documentation requirements).

If a person is currently receiving rent assistance from the State Housing and Essential Needs program (HEN), they are also eligible for CHG. The client file must contain the original HEN enrollment documentation, specifically DSHS Benefits Verification System documentation.

Homeless These people are unsheltered or are living in a temporary housing situation and need assistance in order to obtain housing (see Appendix A for documentation requirements).

- ✓ An individual or household who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - An individual or household with a primary nighttime residence that is 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; or
 - An individual or household living in a temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or government programs).

- ✓ An individual who is exiting a system of care:
 - Psychiatric hospital or other psychiatric facility,
 - Substance abuse treatment facility or detox center,
 - Hospital (non-psychiatric),
 - Jail, prison, or juvenile detention facility, or
 - Foster care home or foster care group home.

- ✓ An individual or household who will imminently lose their primary nighttime residence within 14 days of the date of application for homeless assistance.
 - Any individual or household who 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 household member, including a child, that has either taken place within the individual's or household's primary nighttime residence or has made the individual or household afraid to return to their primary nighttime residence.

See **Appendix A** for more detail about how to document *Housing Status*.

Income Eligibility

Income eligibility for households staying in emergency shelter programs (less than 90 days) supported by CHG Facility Support funds:

- ✓ There is no income eligibility threshold for households that are homeless and are living in an **emergency shelter**.
- ✓ There is no income eligibility threshold for households receiving a hotel/motel voucher for 90 days or less because no other housing is available or appropriate.

Income eligibility for Households receiving rental assistance for up to 12 months:

- ✓ Households who are homeless or at risk of becoming homeless and who have household incomes at or below the Extremely Low (30%) Income Limits for Snohomish County are eligible.

Recertification of Income Eligibility

A household's income must be re-certified at least every 3 months using the CHG Income Recertification form. Recertified income information must be updated in HMIS.

Households are no longer eligible for rent assistance when incomes exceed:

- ✓ Extremely Low (30%) Income Limits for **Snohomish County**

When households are determined over income, landlords must be notified immediately. When these notices cannot meet a landlord's requirement of timely notification, payments for the current month and one additional month is allowed. While households may no longer receive rent assistance, case management services can continue for up to 6 months.

Eligibility for Households with Children

Households with children include persons who are pregnant or who have one or more children under the age of 18. Households whose children are over the age of 18 and under 21 qualify if they are living at home. Pregnant or parenting youth under the age of 18 qualify as independent households if they are legally emancipated or reside in DSHS licensed or approved facilities. Children temporarily absent from the home may be counted as household members.

Client Fraud

If you find that a client has defrauded your organization, you are required to report to local law enforcement authorities, inform Commerce, and repay any CHG funds expended on behalf of ineligible clients or expenses.

4. Documentation for Eligibility

Sub Grantees are responsible for verifying and documenting the eligibility of all households prior to providing CHG funded assistance. They are also responsible for maintaining this documentation in the households' files. For homeless prevention and rapid re-housing programs, the sub grantee is also responsible for maintaining the CHG Verification of Household Eligibility form in the client's file.

Commerce allows various types of documentation, ranging from third party verification to applicant self declaration. Minimum acceptable types of documentation vary depending on the type of income or particular housing status and circumstance being documented. General documentation standards, *in order of preference*, are as follows:

Written Third Party—Verification in writing from a third party (e.g., individual employer, Social Security Administration, welfare office, emergency shelter provider, etc.) either directly to staff or via the applicant is most preferred. Written third party documentation may include standardized forms, such as a verification of income statement.

Oral Third Party—Verification from a third party (e.g., individual employer, Social Security Administration, welfare office, etc.) provided by the third party over the telephone or in-person directly to staff. Oral third party verification is acceptable only if written third party verification cannot be obtained. *Please note this is different from applicant self-declaration of income. If an applicant orally declares income, it would fall under "applicant self-declaration" below.*

Applicant Self-Declaration—income and housing status as reported by the household is allowable, but is only acceptable if written or verbal third party verification cannot be obtained. Self-declaration of housing status (e.g., eviction) should be rare; it is always a reasonable choice for victims of domestic violence.

Sub-grantees should note that self-declaration of housing status for participants who are at-risk of losing housing is acceptable ONLY in very limited circumstances. Commerce recognizes there may be some unusual cases where a third party is not able to provide documentation that a participant is at-risk of losing housing (e.g., death of a landlord).

Documentation of Housing Status

Standards and procedures for documenting Housing Status are detailed in Appendix A.

Documentation of Income

Department of Social and Health Services (DSHS) Benefits Verification System (BVS) print out is acceptable for any form of income in lieu of other income documentation. If BVS documentation is not available, follow the income definition and documentation standards below.

Income definition

Income is money that is paid to, or on behalf of, the head of household or spouse (even if temporarily absent) or to any other household member. (Victims fleeing domestic violence do not have to report the abuser's income.) Income includes the current (not projected) gross income (annualized) of all adult household members and unearned income attributable to a minor, such as SSI.

The definition of income reflects a household's income at the time they are seeking assistance. Accordingly, documents and information collected to verify income should be recent. Documentation dated within 30 days is acceptable. However, for public assistance benefits, (e.g., SSI, food stamps), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by a household is allowed. A copy of a recent bank statement indicating direct deposit of benefits is also acceptable.

Calculations for determining income must be clearly evident in the client file. In addition the Verification of Household Eligibility Form and income documentation are required and must be kept in the client file.

Income Inclusions

The following types of income "inclusions" must be counted when calculating current gross income:

- ✓ Earned Income
- ✓ Self Employment/Business Income
- ✓ Interest and Dividend Income
- ✓ Pension and Retirement Income
- ✓ Unemployment and Disability Income
- ✓ TANF/Public Assistance
- ✓ Alimony, Child Support and Foster Care Income
- ✓ Armed Forces Income

Income Eligibility Documentation Standards are found in Appendix B.

Annualizing Wages and Periodic Payments

When calculating income based on hourly, weekly, or monthly payment information, add the gross amount earned in each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- ✓ Hourly Wage multiplied by Hours Worked per Week multiplied by 52 weeks
- ✓ Weekly Wage multiplied by 52 weeks
- ✓ Bi-Weekly (every other week) Wage multiplied by 26 bi-weekly periods
- ✓ Semi-Monthly Wage (twice a month) multiplied by 24 semi-monthly periods
- ✓ Monthly Wage multiplied by 12 months

How to Determine Income Eligibility

Income limits are established by household size and revised annually by the Department of Housing and Urban Development (HUD). Current income limits for each county can be found at <http://www.huduser.org/portal/datasets/il.html>

Documentation of Eligibility for Households with Children

Options for documenting the age of children in a household varies according to age. The CHG Verification of Household Eligibility Form is required; see Section 4 (Eligible Children Verification) for specifics. This requirement applies when CHG funds are used for rent assistance for households with minor children.

5. Eligible Activities and Expenses

CHG assistance is not intended to provide long-term support for households, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking households to community resources and mainstream benefits, and helping them develop a plan for future housing stability.

Below are the five allowable CHG activities plus Incentive Funding. Details and specific information for each activity are explained on the following pages.

Rent Assistance for households with incomes < Extremely Low (30%) Income Limits

- Can include security and utility payments, etc.
- Used for rental assistance.

Program Operations

- Case management, etc.
- Direct program costs

Data Collection, Planning & Evaluation

Administrative Costs

Facility Support

- Emergency Shelter Facilities
- Hotel/Motel Vouchers

CHG Incentive Funding

Includes any of the allowable CHG activities, plus permanent supportive housing.

Rent Assistance

One of the key objectives of the CHG is for an assisted household to be able to maintain stable permanent housing. Sub Grantees should strike a balance between promoting self-sufficiency and providing a safety net. Rent assistance must be consistently administered according to program policies.

A household's share of rent and utilities cannot exceed 50 percent of the household's monthly income.

Households eligible for rent assistance include (see Section 4 of the guidelines to determine the overall eligibility for the CHG program):

- ✓ **Households** who are homeless or at risk of becoming homeless and who have household incomes at or below the Extremely Low (30%) Income Limits for their county.

Housing Stability Plan

Households receiving rent assistance beyond three months must have a Housing Stability Plan and it must be kept in the client file.

The household, with the assistance of the case manager, must establish and regularly update a housing stability plan that aids the household in transitioning to stable housing and self-sufficiency. If the household has an existing plan developed through a relationship with another service provider, the existing plan may be used, but it must be updated upon enrollment in the program.

The housing stability plan must include:

- ✓ A household needs assessment
- ✓ Short and long-term goals, including specific housing and self-sufficiency goals
- ✓ Action steps with projected completion dates when possible

Allowable Expenses

- ✓ Monthly rent, rent and utilities, and any combination of first and last month's rent for up to 3 months for prevention and 12 months for rapid re-housing. Utility-only assistance can be provided under very limited circumstances. Grantee must confirm that no other [utility assistance](#), such as [LIHEAP](#), is available to prevent the shut-off. For example, if the household is going to have to abandon the housing due to a lack of utilities and can avoid moving to a shelter by having utilities paid, then CHG funds may be used for this purpose. Under another scenario, an applicant's lease may include a provision requiring utilities be maintained for the unit by the tenant. As a result, a utility shut-off could constitute a lease violation, thus placing the household at risk for eviction. In both cases, it is the grantee or sub grantee's responsibility to confirm and document in the case file that the utility company will in fact shut-off the utility if the amount due is not paid.
- ✓ Fees for housing application if necessary/required for housing

- ✓ Lot rent for RV or manufactured home if structure passes necessary housing and lead-based paint inspections
- ✓ Costs of parking spaces when connected to a unit.
- ✓ Security deposits, utility and land line phone deposits for households moving into a new unit (or relocating for health or safety reasons) in conjunction with rental assistance. Security deposits and utility deposits may also be paid for households who are complying with the terms and conditions of their Housing Stability Plan and are moving into permanent housing or are moving from a time-limited housing facility to a transition-in-place rental assistance model.
- ✓ Costs associated with household credit checks, reasonable storage costs and landlord incentives (provided there are written policies and/or procedures explaining what constitutes landlord incentives, how they are determined, and who has approval and review responsibilities).
- ✓ Reasonable moving costs such as truck rental and hiring a moving company are also allowable. CHG is not a reunification or relocation program and assistance for moving costs related to reuniting households with family members is not eligible unless the participant can live with the family member permanently. If the CHG household has been assessed and determined to meet all eligibility criteria and they have permanent affordable housing identified in another location, funds may be used to pay for reasonable moving costs to another location. However, note that transportation costs (including bus, train, and airplane tickets) for households are not eligible.
- ✓ Rental arrears. Rental assistance may also be used to pay for up to 3 months of rental arrears. Rental arrears may be paid if the payment enables the household to remain in the housing unit for which the arrears are being paid or move to another unit. If funds are used to pay rental arrears, arrears must be included in determining the total period of the household's rental assistance.

In cases where an eviction cannot be prevented, rental arrears can still be paid if it satisfies the grievance with the evicting landlord and thereby allows the household to obtain different housing. Note that rental arrears can be paid on behalf of a household receiving a subsidy from another public program (e.g., Section 8) because it represents a different time period and cost type than the rental subsidy (i.e., the arrears represents a back payment of the household portion, and the current rental assistance is a forward payment).
- ✓ Temporary Absences. If a household must be temporarily away from his or her unit, but is expected to return (e.g., participant violates conditions of their DOC supervision and is placed in confinement for 30 days), sub grantees may pay for the households rent for up to 60 days and charge the grant for eligible cost. While a household is temporarily absent, he or she may continue to receive case management. Any temporary absence must be fully documented in the client file.
- ✓ CHG rent assistance may be used for move-in costs including but not limited to deposits and first months' rent associated with subsidized housing, including project- or tenant-based housing. Rent assistance funds cannot be used for ongoing rent/utilities in this situation.

The following expenses are not eligible:

- ✓ CHG rent and rent/utility assistance cannot be combined with CHG funded facility support.
- ✓ More than 12 months of rent and utility assistance.
- ✓ Transportation costs for household members (i.e. bus, train and airplane tickets) related to initial move-in or for any subsequent moves are not eligible CHG costs.
- ✓ Furniture
- ✓ Pet Deposits. Note: It is an unfair practice for a landlord to charge a tenant with a disability using a dog guide or service animal a pet deposit in addition to any standard cleaning or damage deposit charged to all tenants. (RCW 162-38-100)
- ✓ Cable, satellite or internet deposits or services.
- ✓ Portability. Households may not transfer their rent assistance to areas outside of Snohomish County.

Allowable Rent Assistance Models

CHG rent assistance may be applied to tenant-based leasing arrangements. The rent assistance model must be consistent for all households within each individual program **and will match the model identified in the agency's application.**

The allowable models:

- ✓ **Graduated/Declining subsidy:** Whether income-based or fixed, the subsidy declines in “steps” based upon a fixed timeline or when the individual has reached specific goals, until the household assumes full responsibility for monthly housing costs. The steps are known and documented in advance and act as deadlines for increasing income. The maximum amount of assistance any household may receive is 3 months for Prevention and 12 months for Rapid Re-Housing. Thus, the target population for assistance is households that will be able to sustain housing once the assistance period ends. CHG Prevention and Rapid Re-Housing grantees must reassess households receiving assistance at least once every three months. This frequent contact will allow staff to closely monitor a household's progress towards goals, enabling them to adjust the subsidy level in a way that preserves stability.

Sub Grantee CHG policies and/or procedures must include, at a minimum:

- ✓ **A clear description of the model, rent subsidy/household's share of rent and utilities and how it is calculated.**
- ✓ **Provisions for handling returned deposits made on behalf of clients.**
- ✓ **An explanation of any tenant escrow accounts that may be established for clients.**

Lease Requirements

To receive tenant-based rent assistance a lease (or rent agreement) must be between the household and the landlord. A copy of the lease must be retained in client files.

Leases must include the following:

- ✓ Names of tenant and owner
- ✓ Unit address
- ✓ Rent amount
- ✓ Term of the lease
- ✓ Who supplies utilities
- ✓ Renewal provisions

Rent Reasonableness

"Rent reasonableness" means that the total rent charged for a unit must be reasonable in relation to the rents being charged for comparable units in the private unassisted market during the same time period. Sub Grantees must determine and document rent reasonableness for all units for which CHG assistance (including arrears) is provided.

This requirement applies when participants are moving into units and when there is a current lease in place.

Rent reasonableness determined from other homeless programs is allowable and must be documented and kept in the client file.

Rent Limit/Payment Standard

In conjunction with determining Rent Reasonableness, the Sub Grantees must follow the set Rent Limit/Payment Standard for each unit size based on the number of bedrooms. (Rent Reasonableness helps you determine the market rate, and the Rent Limit asks you to set a limit for what you will pay.) The standard is intended to represent the cost (rent and utilities) in **Snohomish County** of moderately priced units.

Commerce has an interest in capping the amount of CHG funds that is used to subsidize a unit or a household. To that end, **Snohomish County** will allow rents to go higher than 120 percent of the FMR for the jurisdiction overall, however, CHG funds for that unit may not exceed 120 percent of the published FMR. If the rent limit is higher than 120 percent of FMR, the Sub Grantee must ensure that resources from other entities (not from enrolled households) are available to cover the additional cost of a high-cost unit.

[See Appendix C for Snohomish County's Rent Reasonableness/Rent Limit Policies and Procedures.](#)

Housing Inspections

Sub Grantees providing rental assistance are required to conduct initial inspections of housing units into which a household will be moving. Housing inspections are not required for households already living in a unit prior to receiving assistance. However, lead-based paint visual inspections may be required (see Lead-Based Paint Inspections below).

- ✓ The unit must pass inspection before the subsidy is paid.
- ✓ Inspections less than 12 months old performed by other housing providers can be used.
- ✓ Complete records of inspections and follow-up actions must be maintained in household file.

Snohomish County Sub Grantees will use the Commerce *Housing Safety Standards (HSS)* procedures. If the Sub Grantee is using an inspection conducted by another agency, it can either be in the form of the HSS or HQS. If using another agency's inspection, it must be within the last 12 months, and the full inspection form must be in the client file.

Lead-Based Paint Requirement

The lead-based paint inspection requirement exists to protect vulnerable families from potential health hazards. To prevent lead-poisoning in young children, Sub Grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

A lead-based paint visual assessment must be completed for all units that meet the three following conditions:

1. The household moving into or living in the unit is being assisted with CHG rent assistance.
2. The unit was constructed prior to 1978.
3. A child under the age of six is or will be living in the unit.

A visual assessment must be conducted prior to providing CHG rent assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor (see Appendix D), and must be documented on the HSS and maintained in the client file.

Exceptions to the Lead-Based Paint Visual Assessment Requirement

There are certain exceptions to the requirement. Visual assessments are not triggered under the following circumstances:

- ✓ It is a zero-bedroom or SRO-sized unit;
- ✓ X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- ✓ The property has had all lead-based paint identified and removed in accordance with HUD regulations;
- ✓ The unit has already undergone a visual assessment within the past 12 months –obtain documentation that a visual assessment has been conducted; or
- ✓ It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If any of the conditions outlined above are met, Sub Grantees need to document the condition.

For a *Step-by-Step Guide to Compliance* see **Appendix D**.

Facility Support

Facility Support includes costs directly related to the operation of emergency shelter facilities and emergency shelter motel/hotel vouchers for households staying up to 90 days.

Households expected to stay 90 days or less must not be denied housing if they are unable to pay fees, deposits, rents, or other payments. Snohomish County does not encourage bed fees. However, if there are charges for housing, Sub Grantees must have a policy to ensure those unable to pay are not denied housing. That policy must include at a minimum:

- ✓ Alternatives for participants who do not have the ability to pay
- ✓ Alternatives for participants who do not have the ability to pay, and who are unable to physically perform a service.

Housing Stability Plan

Households residing in units supported by facility support funds for greater than 90 days must have a Housing Stability Plan and it must be kept in the client file.

The household, with the assistance of the case manager, must establish and regularly update a housing stability plan that aids the household in transitioning to stable housing and self-sufficiency. If the household has an existing plan developed through a relationship with another service provider, the existing plan may be used, but it must be updated upon enrollment in the program.

The housing stability plan must include:

- ✓ A household needs assessment
- ✓ Short and long-term goals, including specific housing and self-sufficiency goals
- ✓ Action steps with projected completion dates when possible

Allowable Expenses

- ✓ Lease or rent payment on a building. (If a Sub Grantee owns the building or has a mortgage payment on the building, they may not charge the grant “rent” and then reimburse themselves.)
- ✓ Utilities (gas /propane, land line phone, electric, internet, water and sewer, garbage removal).
- ✓ Maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits associated with providing the maintenance).
- ✓ Security and Janitorial (salaries and benefits associated with providing security, janitorial services).
- ✓ Essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, etc).
- ✓ Expendable transportation costs directly related to the transportation of eligible clients (bus tokens and fuel for a shelter van).
- ✓ Hotel/Motel vouchers for less than 90 days when no suitable shelter bed is available.
 - Vouchers are only administered by Compass Health and The Salvation Army for specific, targeted populations.
- ✓ On site and off site management costs related to the building.

- ✓ Facility specific insurance (mortgage insurance is not allowable) and accounting.
- ✓ Marketing.

The following expenses are not eligible:

- ✓ Direct client services other than the cost of staff time for housing support and move-in costs (other than rent or deposits) as described above.
- ✓ Replacement or operating reserves.
- ✓ Debt service.
- ✓ Construction or rehabilitation of shelter facilities.
- ✓ CHG facility support cannot be combined with CHG funded rent and rent/utility assistance unless approved in advance by Commerce.
- ✓ Any costs that are the responsibility of the tenant.

Maintenance for Facility Support

Maintenance activities are cleaning activities; protective or preventative measures to keep a building, its systems, and its grounds in working order (see examples below). Maintenance activities should fix, but not make improvements that would add value to the building. Building rehabilitation is not an acceptable cost.

Maintenance activities do not include the repair or replacement of fixtures or parts of the building. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building. Fixtures also include but are not limited to kitchen cabinets, built in shelves, toilets, light fixtures, staircases, crown molding, sinks and bathtubs. Maintenance activities do not include systems designed for occupant comfort and safety such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing.

Examples of Maintenance Activities

Cleaning Activities	Protective Measures or preventative measures to keep a building, its systems, and its grounds in working order	Replacing Existing Appliances or Objects That are Not Fixtures or Part of the Building. (See preceding paragraph for definition of “fixtures”.)
Cleaning gutters and down spouts	Fixing gutters or floors	Kitchen appliances that are not attached to the building where removal would not cause any damage (stoves, refrigerators)
Lawn care (litter pickup, mowing, raking)	Mending cracked plaster	Light bulbs
Cleaning interior or exterior of building*	Fix roofing or plumbing leaks	Washing and drying machines
Washing windows	Caulking, weather stripping, re-glazing	Air filters
Trash collection	Reapplication of protective coatings	HVAC window unit
Trim trees and shrubs	Plywood, alarm systems, or temporary fencing	Furniture
Snow/ice removal	Repainting previously painted surface (including limited scraping)*	
Unclog sink and toilet	Waterproofing (sealant)	
Neighborhood cleanup	Servicing and maintenance of mechanical systems	

*Non-destructive methods only (e.g., no sandblasting or high pressure spraying).

Program Operations

Operations are costs specifically attributed to case managers, outreach workers, and/or housing locators (and their supervisors); and other related personnel (such as staff who check in shelter clients, staff the overnight shelter hours and day time activities) and costs specifically related to the CHG such as salaries and benefits for:

- ✓ Case management. Includes activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of households and helping them obtain housing stability. Services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating household progress; assuring that households’ rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance.
- ✓ Housing search and placement. Includes services or activities designed to assist households in locating, obtaining, and retaining suitable housing. Services or activities may include: tenant counseling, assisting households to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.
- ✓ Outreach. Includes services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other

available services and programs. Not all households assessed will be eligible for assistance. Time spent assessing a household is an eligible expense under this activity.

- ✓ Inspections (see Housing Inspections and Lead-Base Paint Visual Assessments sections).
- ✓ Data collection and entry
- ✓ Staff costs to issue rent assistance. This cost is not for case management or the cost of a bookkeeper whose duties extend beyond CHG related activities. This cost is only associated with the appropriate portion of salary and benefits of the bookkeeper who issues checks to landlords, utility companies or paying hotel or motel bills on behalf of a household because it is directly related to the delivery of rent or rent and utility assistance with the CHG funds.
- ✓ Office space, utilities, supplies, equipment (up to \$1,000 per grant period unless approved in advance by Commerce and Snohomish County), telephone, internet, training/conferences/travel/per diem.
- ✓ General liability insurance and automobile insurance.
- ✓ Costs of criminal background checks of clients if necessary/required for housing.
- ✓ Costs of urinalyses for drug testing of clients if necessary/required for housing.

Data Collection, Evaluation and Planning

Allowable Expenses

Allowable data collection, evaluation and planning expenses include but are not limited to salaries and benefits, office space, utilities, supplies, equipment (up to \$1,000 per grant period unless approved in advance by Commerce and Snohomish County), telephone, internet, and training/conferences/per diem specifically associated with the following CHG activities:

- ✓ State Data Warehouse and Homeless Management Information Systems (HMIS)
- ✓ Point in Time Counts
- ✓ Housing Inventory
- ✓ Local Homeless Plans
- ✓ Washington State Quality Award

Up to five (5) percent of the total grant amount may be used for data collection, evaluation and planning costs and may be shared between the Lead/Sub Grantees.

Data collection and entry (the time a case manager or program staff spend collecting and reporting data in HMIS) may be budgeted under *Program Operations* or *Data Collection, Evaluation and Planning*.

Administration

Allowable Expenses –

Up to 15 percent of total reimbursed costs over the course of the grant period may be used for administration and must be shared between the Lead Grantee and any Sub Grantees. This limit must be reconciled before the end of the grant period.

Allowable administrative expenses are those expenses that benefit the organization as a whole. They may include the following: executive director/accounting/human resources/IT salaries, benefits, office supplies and equipment; general organization insurance; organization wide audits; board expenses; organization-wide membership fees and dues. This list is not all-inclusive.

General agency facilities costs are also allowable administrative expenses. They include the following: rent, building use allowances, and operations and maintenance costs such as janitorial and utilities. This list is not all-inclusive.

Facility costs directly attributable to the program may be charged to Program Operations.

Administrative and facilities expenses cannot be billed by equal monthly distributions of the budget amount. These costs must be charged to grant cost centers by one of three methods.

- ✓ They can be billed directly such as IT services that are billed by the hour
- ✓ They can be allocated by means of a cost allocation plan
- ✓ They can be charged by use of an indirect cost rate which has been appropriately negotiated and approved.

6. Termination of Participation, Applicant Denial and Grievance

Sub Grantees must have written termination, denial, and grievance policies and/or procedures. The policies and/or procedures should be readily available to households either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

- ✓ Termination of Participation and Grievance
 - Causes for termination may include, but are not limited to, failure to abide by any agreed upon requirements and client fraud. A grievance procedure must include:
 - Written notice to the household containing a clear statement of the reasons for termination;
 - A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision. This may include the household's right to question or confront staff involved; and
 - Prompt written notice of the final decision.

✓ Denial and Grievance

Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Established procedures should describe:

- Circumstances in which a household may not qualify or would be denied;
- Notification of denial; and
- A household's right to review the decision

7. Confidentiality of Client Records

Sub Grantees must have policies and/or procedures ensuring client records are maintained in a confidential manner as per RCW 43.185C.030 and keep written records or files pertaining to households under lock and key with designated personnel granted access to those files.

8. Washington Residential Landlord-Tenant Act

Tenants should be made aware of the Washington Residential Landlord-Tenant Act, RCW 59.18, and be informed on how to use this law when problems arise.

For more information visit:

- Washington LawHelp - Housing Page - Tenant Rights (www.washingtonlawhelp.com)
- Washington State Bar Association - Publications, Newsletters, Brochures - Consumer Information Pamphlets (www.wsba.org)

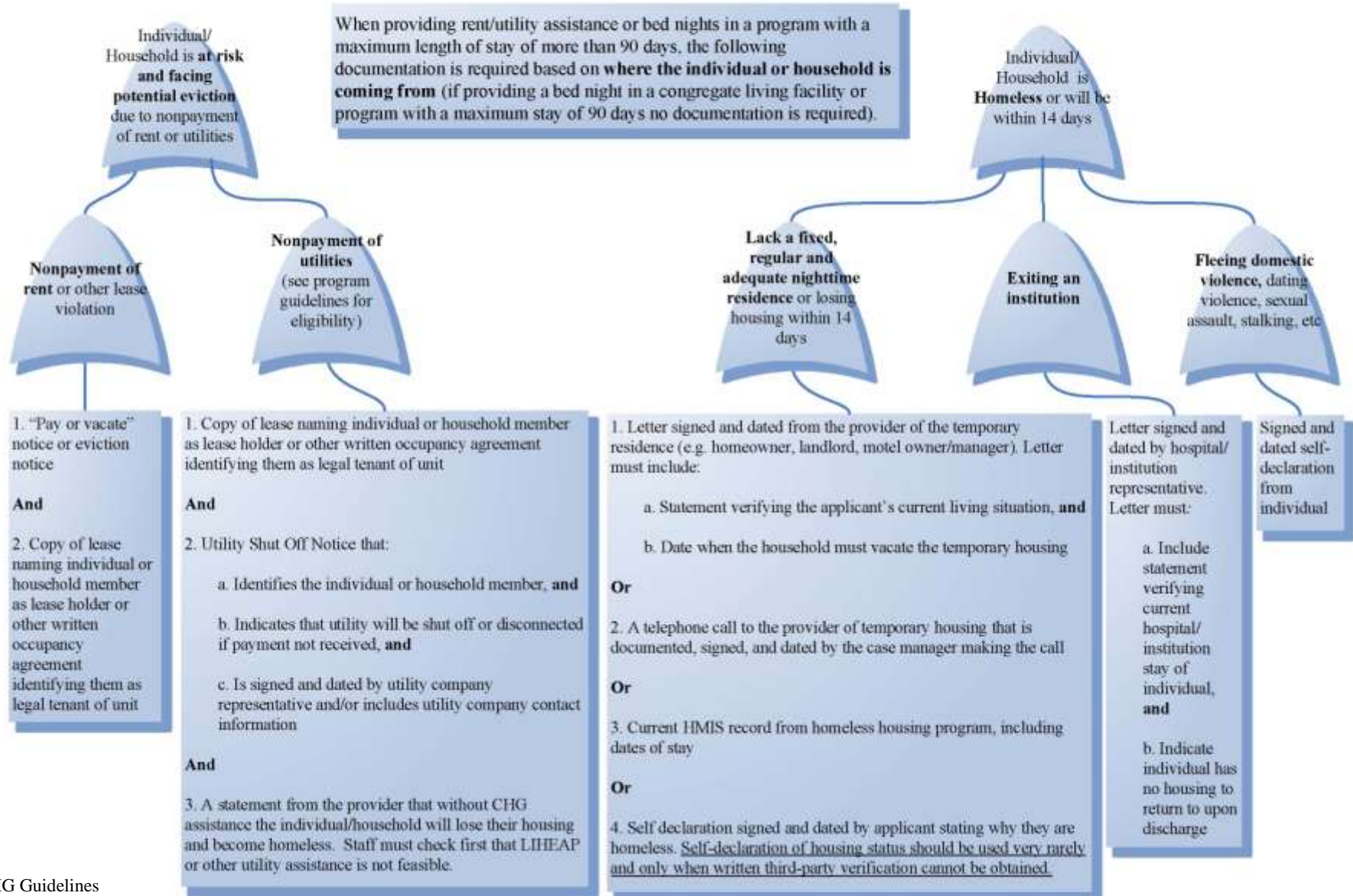
9. Changes to Guidelines

The Department of Commerce or Snohomish County may issue revised or new Guidelines at any time. It is the County's responsibility to pass on any Commerce revisions to the Sub Grantees in a timely manner. Any local revisions that the County makes will also be passed on in a timely manner.

Appendix A Housing Status Documentation Standards

Procedures for documenting housing status are detailed below. See the CHG Guidelines (page 2) for the definitions of At Risk of Becoming Homeless and Homeless. **All documentation of housing status must be included in CHG-assisted client files.**

NOTE: Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained.



Appendix B

Income Eligibility Documentation Standards

While Commerce has established standards for various types of income, Commerce recognizes that in some instances only applicant self-declaration may be possible. This method should be used only as a *last resort* when all other verification methods are not possible or reasonable. **When using applicant self-declaration, Sub Grantees must document why a higher verification standard was not used. Be sure to include this in the case file.**

Gross Income is the amount of income earned before any deductions (such as taxes and health insurance premiums) are made.

Current Income is the income that the household is currently receiving. Income recently terminated should not be included.

Type of Income	Acceptable Types of Documentation
Wages and Salary	<p>Obtain copy of most recent pay stub(s) and include in client file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to employer. At a minimum, written verification must include: name of employer and client name, pay amount and frequency, average hours worked per week, amount of any additional compensation and be signed and dated by employer. Copy kept in client file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the employer by phone or in person. At a minimum, oral verification must include: name of employer and client name, pay amount and frequency, average hours worked per week, amount of any additional compensation and be signed and dated by staff who obtained the information. Copy kept in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency, and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>
Self Employment and Business Income	<p>Obtain copy of most recent federal and state tax return from the applicant and keep copy in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>

<p>Interest and Dividend Income</p>	<p>Obtain copy of most recent interest or dividend income statement from client and keep copy in client file.</p> <p><i>OR</i></p> <p>Obtain copy of most recent federal and state tax return from the applicant and keep copy in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>
<p>Pension/Retirement Income</p>	<p>Obtain copy of most recent payment statement or benefit notice from Social Security, pension provider or other source. Copy kept in client file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to Social Security, pension provider or other source. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: Name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>
<p>Unemployment and Disability Income</p>	<p>Obtain copy of most recent payment statement and or benefit notice. Copy kept in client file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to unemployment administrator, workers compensation administrator of former employer. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: Name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p>

	<p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>
<p>TANF/Public Assistance</p>	<p>Obtain copy of most recent payment statement and or benefit notice. Copy kept in client file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to welfare administrator. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>
<p>Alimony, Child Support, Foster Care Payments</p>	<p>Obtain copy of most recent payment statement, notices or orders. Copy kept in client file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to child support enforcement agency, court liaison or other source. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in client file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the client. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in client file. Case manager must document attempts to obtain written and oral verification.</p>

Income Inclusions. This table presents CHG income inclusions. The following types of income must be counted when calculating gross income for purposes of determining CHG eligibility.

General Category	Description
1. Earned Income	The full amount of gross income earned before taxes and deductions.
2. Self Employment/Business Income	The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
3. Interest & Dividend Income	Monthly interest and dividend income credited to an applicant's bank account and available for use.
4. Pension/Retirement Income	The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
5. Unemployment & Disability Income	Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
6. TANF/Public Assistance	Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
7. Alimony, Child Support and Foster Care Income	Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Income Exclusions. This table presents CHG income exclusions. The following types of income are not counted when calculating gross income for purposes of determining CHG eligibility:

General Category	Description
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
3. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
4. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
5. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
6. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
7. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Self-Sufficiency Program Income	a) Amounts received under training programs funded by HUD. b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service

	for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Other Non Recurring Income	Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
11. Income from Full-time Students	Annual earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
12. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 annually per adopted child.
13. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
14. Income Tax and Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
15. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
16. Other Federal Exclusions	Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including: <input type="checkbox"/> The value of the allotment made under the Food Stamp Act of 1977; <input type="checkbox"/> Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); <input type="checkbox"/> Payments received under the Alaskan Native Claims Settlement Act; <input type="checkbox"/> Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; <input type="checkbox"/> Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes; <input type="checkbox"/> Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; <input type="checkbox"/> Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); <input type="checkbox"/> The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; <input type="checkbox"/> Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance programs; <input type="checkbox"/> Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community

Service Employment Program); Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps); Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990; Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

Appendix C

Rent Reasonableness Policies and Procedures

(Adapted from HUD's Homeless Prevention Rapid Re-Housing Grant Guidelines)

Determining and Documenting Rent Reasonableness: Determining and documenting rent reasonableness is required under CHG. Additionally, each County is required to establish local policies and procedures to determine documentation and record keeping requirements in order to ensure the rent reasonableness standard is met. Below describes the methodology, staffing, data sources, documentation requirements, and special circumstances that Snohomish County Sub Grantees will use.

Methodology: Methodologies for obtaining comparable rents include:

- ✓ Obtaining documentation from property owners/managers on current rents charged in comparable unassisted units;
- ✓ Obtaining comparable rents on a unit-by-unit basis from other data sources (shown in the data sources section below).

Snohomish County Sub Grantees must compare at least **3** units and will document its rent reasonableness using the Rent Reasonableness Checklist and Certification form.

Rent reasonableness will consider the following: location, quality and condition of the unit, size, unit type, age of the unit, amenities, housing services, maintenance, and utilities.

Staffing:

The responsibility of determining and documenting rent reasonableness should be assigned to program staff in the following order of preference:

1. Staff conducting the housing inspection will be responsible for determining and documenting rent reasonableness.
2. The case manager will be responsible for determining and documenting rent reasonableness.

Rent Limit/Payment Standard:

Commerce has an interest in capping the amount of CHG funds that is used to subsidize a unit or a household. To that end, Snohomish County will allow rents to go higher than 120 percent of the FMR for the jurisdiction overall, however, CHG funds for that unit may not exceed 120 percent of the published FMR. If the rent limit is higher than 120 percent of FMR, the Sub Grantee must ensure that resources from other entities (not from enrolled households) are available to cover the additional cost of a high-cost unit.

Data Sources: Acceptable data sources used in determining rent reasonableness include the following:

Real Estate Advertisements and Contacts: Ads in newspapers or online are simple ways to find comparable rents. The following are potential sources of information:

- ✓ Newspaper ads (including internet versions of newspaper ads);
- ✓ Classified Ads;
- ✓ Weekly or monthly neighborhood or shopper newspapers that have rental listings;
- ✓ "For Rent" signs in windows or on lawns;
- ✓ Real estate agents;
- ✓ Property management companies that handle rental property; and

- ✓ Rental Listing websites including:
 - www.apartmentguide.com
 - www.apartments.com
 - www.forrentmag.com
 - www.move.com/apartment/main.aspx

Data in Rural Areas: While there may be fewer rental units in rural areas than in urban and suburban areas, it is possible to find comparable rents or establish rent payment standards for different unit types located in these areas.

- ✓ One source of rental housing data for rural areas may be the US Department of Agriculture’s Rural Development Agency. USDA provides direct and guaranteed loans for single and multi-family housing development in rural areas as well as for farm laborers. Contact information for Rural Development State and Local Offices or USDA Service Centers is available at http://www.rurdev.usda.gov/recd_map.html. Each Rural Development Office, if it has a Rural Housing component, should have information on the types of rental housing available in various communities throughout the state, as well as unit sizes and rents.
- ✓ Another potential source of comparable rent data are real estate agents. Local real estate agents are not only knowledgeable about real estate prices but often are a source of information on rental housing in the area. They may be able to extrapolate rent comparables based on the general cost of housing in the area. To find real estate agents active in particular communities, grantees can consult the National Association of Realtors on the web at <http://www.realtor.org/>. For demographic information on the housing stock, market trends, etc., grantees should access <http://www.realtor.org/research>.

Strategies for Determining Appropriate Comparable Properties

Each and every certification of rent reasonableness must consider the following:

- ✓ Location: It is important that, not only are the properties close in proximity, but that they have similar access to services such as bus lines, grocery stores, etc.
- ✓ quality and condition of the unit,
- ✓ size,
- ✓ unit type,
- ✓ age of the unit,
- ✓ amenities,
- ✓ housing services,
- ✓ maintenance,
- ✓ and utilities

Strategy for Addressing Special Cases: There may be instances where the above methodology and process is not sufficient to establish rent reasonableness for a particular unit.

For example, staff may find in rural areas that there are only find 1 or 2 comparable units instead of the 3 units specified by the protocol.

Snohomish County Sub Grantees may use alternative methods to determine and document rent reasonableness in the following circumstance:

- ✓ In rural areas where it may be difficult to find 3 comparable units.

Documentation Requirements: The following documentation is required to determine rent reasonableness and must be kept in the client file:

- ✓ Rent Reasonableness Checklist and Certification Form
- ✓ Supplemental documents used to compare rents

Appendix D

Step by Step Guide to Compliance with Lead Based Inspection Requirements

Childhood lead poisoning is a major environmental health problem in the United States, especially for low-income families in poor living conditions. If not detected early, children with high levels of lead in their bodies can suffer from damage to the brain and nervous system, behavioral and learning problems (such as hyperactivity), slowed growth, hearing problems, and headaches. To prevent lead-poisoning in young children, Lead/Sub Grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

Disclosure Requirements

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that lessors (property owners or managers) provide tenants with:

- Disclosure form for rental properties disclosing the presence of known and unknown lead-based paint;
- A copy of the “Protect Your Family from Lead in the Home” pamphlet.

Both the disclosure form and pamphlet are available at:
<http://www.hud.gov/offices/lead/enforcement/disclosure.cfm>

While this actually relates to property owners/managers, sharing this information with your clients (or ensuring they have received it) is an easy thing to do. This is an important opportunity to educate clients about the potential hazards related to lead and their rights as tenants. Informed tenants are more likely to watch for potential problems in their home and proactively work with landlords to address any issues.

Visual Assessment

Visual assessments are only triggered under certain circumstances:

- The leased property was constructed before 1978;
- *AND*
- A child under the age of six will be living in the unit occupied by the household receiving CHG rent assistance.

Determining the Age of the Unit

Sub Grantees should use formal public records, such as tax assessment records, to establish the age of a unit. These records include the year built or age of the property and are available online at: [https://www.snoco.org/proptax/\(3s4rq145ayhelonex4tbb5qy\)/search.aspx](https://www.snoco.org/proptax/(3s4rq145ayhelonex4tbb5qy)/search.aspx)

Remember to print out a copy of the screenshot for the case file. If you have trouble finding this information online, contact your local Office of Tax and Revenue for assistance. If not available online, the information is public and can be requested from the local authorities. (Note, the taxing authority and the assessment entity may be separate governmental entities and office names vary by locality).

Conducting a Visual Assessment

A visual assessment must be conducted prior to providing CHG rent assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor. It is important to note that a HUD-Certified Visual Assessor is not equivalent to a Certified Clearance Examiner. Anyone may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.html>

The training teaches individuals how to identify deteriorated paint and how deteriorated paint must be treated. Lead/Sub Grantees may choose to have their program staff complete the visual assessments, or they may procure services from a contractor.

Making Assistance Determinations

If a visual assessment reveals problems with paint surfaces, Lead/Sub Grantees cannot approve the unit for CHG assistance until the deteriorating paint has been repaired. At this point, Lead/Sub Grantees must make a decision: work with the property owner/manager to complete needed paint stabilization activities and clearance, work with the household to locate a different (lead-safe) unit, or refer the client to a different program if CHG assistance cannot be provided.

Locating a Certified Lead Professional and Further Training

To locate a certified lead professional in your area:

- Call your state government (health department, lead poison prevention program, or housing authority).
- Call the National Lead Information Center at 1-800-424-LEAD (5323).
- Go to the US Environmental Protection Agency website at <http://cfpub.epa.gov/flpp/> and click on "certified abatement/inspection firms."

Lead professionals, training providers, and HUD-sponsored Lead Safe Work Practices training listings can be accessed at www.leadlisting.org or 1-888-LEADLIST.

For more information on the Federal training and certification program for lead professionals, contact the National Lead Information Center (NLIC) at <http://www.epa.gov/lead/pubs/nlic.html> or 1-800-424-LEAD to speak with an information specialist.

The Lead Safe Housing Rule as well as a HUD training module to help recipients of funds effectively implement the requirements of the Lead Safe Housing Rule in their programs can be accessed at <http://www.hud.gov/offices/cpd/affordablehousing/training/web/leadsafe/>