

NOTICE OF PUBLIC MEETING

Pursuant to the provisions of Chapter 551, V.T.C.A., Government Code, and the March 16, 2020 proclamation issued by Governor Greg Abbott suspending various provisions of Chapter 551, V.T.C.A., Government Code, notice is hereby given of a Meeting of the Arlington Housing Authority Board of Commissioners, to be held by video conference, accessible by video: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40tread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40tread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d) or by calling toll free (833)268-8354 and entering conference ID 523 902 81#, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of COVID-19 on the 21<sup>st</sup> day of October, at 6:00 p.m. All members of the Board will join by video. Members of the public who wish to speak on a listed agenda item will be asked for their comments at the appropriate time over the phone.

The subject of said meeting is contained in the agenda for said meeting which is attached hereto and made a part hereof.

This notice was posted by the 16<sup>th</sup> day of October, 2020, by 5:00 p.m.



A handwritten signature in black ink that reads "Alex Busken". The signature is written in a cursive, flowing style.

Alex Busken

City Secretary



## Agenda

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### Arlington Housing Authority Board of Commissioners Meeting

#### VIDEO CONFERENCE MEETING - ACCESSIBLE BY VIDEO

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40thread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40thread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d)

**OR TELEPHONE (833) 268-8354; CONFERENCE ID: 523 902 81#**

**Wednesday, October 21, 2020, 6:00 p.m.**

- I. Call to Order / Roll Call / Establishment of Quorum
- II. Public Comments by Visitors
- III. Approval of Minutes for Regular Board Meeting held September 16, 2020
- IV. Financial Reports
  1. Financial – September 2020
  2. CARES Act – HCV & Mainstream Administrative Fees
  3. Quarterly Investment – July through September 2020
- V. Resolutions
  1. Resolution 21-01, Approving the Amended Administrative Plan for the Housing Authority of the City of Arlington's Housing Choice Voucher and Related Programs
  2. Resolution 21-02, Adoption of Payment Standards for the Housing Authority of the City of Arlington's Housing Choice Voucher Program and Special Needs Programs for Year 2021
  3. Resolution 21-03, Authorizing the Renewal of the Housing Assistance Payment Software from MRI Real Estate Software (formerly HAPPY Software, Inc.) for the Administration of the Housing Choice Voucher Program
  4. Resolution 21-04, Authorizing Signatories to the Housing Authority of the City of Arlington Bank Accounts with Frost Bank
- VI. Program Reports
  1. Housing Rehabilitation Programs
  2. Housing Choice Voucher (HCV) Program
  3. HCV Activities
  4. HCV Inspections (Qrtly)
  5. HCV Integrity
  6. Homeless Programs
  7. Family Self-Sufficiency (Qrtly)
- VII. Miscellaneous Business
  1. 2021 Utility Allowances
- VIII. Adjournment

**In accordance with social distancing guidelines, all members of the board will join via video conference.**

*Posted by 5:00 p.m. on the 16<sup>th</sup> day of October 2020,  
Mindy Cochran, Executive Director/Secretary, Arlington Housing Authority*

# **Housing Authority of the City of Arlington**

**Board of Commissioners Meeting  
October 21, 2020  
(Video Call)**



# MISSION STATEMENT

## Mission...

The mission of the Housing Authority of the City of Arlington is to advocate for and pursue affordable housing opportunities for low-income persons in Arlington by:

- Establishing partnerships with public or private community service providers;
- Effectively communicating with internal and external constituencies;
- Attracting and retaining knowledgeable staff and Board members by supporting professional development and personal opportunities; and
- Maintaining and improving fiscal accountability and operational efficiency.

## Vision...

The Arlington Housing Authority will be recognized by the community as the leader in providing quality housing assistance for low-income individuals and families in the city of Arlington. The AHA will provide a full range of housing opportunities and solutions to enable clients to reach their highest potential. The AHA will earn and maintain the public's trust by demonstrating expertise, professionalism, integrity, and accountability.

## Core Values...

COMPASSION – Serving clients with respect, empathy, and dignity.

COMMITMENT – Steadfast commitment to helping others through dedication, urgency, flexibility, and thoroughness.

CREDIBILITY – Demonstrating honesty, integrity, knowledge, reliability, and fairness. Maintaining the highest ethical standards; fostering accountability, excellence, efficiency, and good financial stewardship.

COOPERATION – Developing open communications with the community; being open to new ideas; and sharing information with all constituencies.

## Strategies...

- Maximize integration of public and private resources
- Effectively and efficiently increase client opportunities and choices
- Demonstrate integrity to earn and maintain the public trust
- Actively and effectively communicate to improve the public perception of AHA
- Leverage resources and maintain sound financial practices
- Recognize employee and volunteer contributions

**I.**  
**CALL TO ORDER**  
**ESTABLISHMENT OF QUORUM**



## Agenda

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### Arlington Housing Authority Board of Commissioners Meeting

#### VIDEO CONFERENCE MEETING - ACCESSIBLE BY VIDEO

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40thread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzk3NDMzOWUtYTI2YS00ZDNmLWFmZGMtODllYjgyYmE1ZjRl%40thread.v2/0?context=%7b%22Tid%22%3a%22acb62c55-be20-4401-8b98-e783abe085d4%22%2c%22Oid%22%3a%22d7629609-04d1-4e32-875e-497ed35f43b5%22%7d)

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*Posted by 5:00 p.m. on the 16<sup>th</sup> day of October 2020,  
Mindy Cochran, Executive Director/Secretary, Arlington Housing Authority*

**II.**  
**PUBLIC COMMENTS BY VISITORS**

**III.  
MEETING MINUTES**

# MINUTES

## REGULAR MEETING BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE CITY OF ARLINGTON, TEXAS September 16, 2020

The Board of Commissioners of the Housing Authority of the City of Arlington, Texas, (AHA) convened in Regular Session on Wednesday, September 16, 2020, at 6:06 p.m., via conference call toll free number 833-268-8354, with the meeting being open to the public and notice of said meeting having been posted as prescribed by V.T.C.A., Government Code, Chapter 551, with the following members' present to-wit:

### Board Members

Stephanie Gillespie	§	Vice Chair
Charlequintta Jones	§	Commissioner
LaCheryl Royal	§	Commissioner
Scott Hobohm	§	Commissioner

and

Mindy Cochran	§	Executive Director/Secretary
Borhan Uddin	§	Financial Manager
LeTisa Carter	§	Housing Coordinator
Michele Craven	§	Administrative Services Coord

### I. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF QUORUM

Vice Chair, Stephanie Gillespie, called the meeting to order at 6:06 p.m. and stated the purpose of the meeting was to conduct the items of business on the posted agenda. Because the meeting was held by conference call, roll was taken and noted that Commissioner Chetana Chaphekar was not present.

### II. PUBLIC COMMENTS BY VISITORS WHO WISH TO ADDRESS THE AUTHORITY

None

### III. APPROVAL OF MINUTES

Commissioner Hobohm moved to approve the minutes of the regular meeting held on August 19, 2020. The motion was seconded by Commissioner Jones and was approved unanimously.

### IV. FINANCIAL REPORTS

Mr. Uddin reviewed the financial report representing 92% of FY2020. Administrative revenue is at 109% of budget and expenses are at 86%. Housing Assistance Payment (HAP) revenue is at 95% and HAP expenses are at 94%. The unrestricted net assets balance is \$2.461M and the net restricted assets ending balance is \$192,485. The report has been updated to include a column for COVID-19 related revenue and expenses. A separate report specific to COVID-19 administrative fees is also included and shows \$1,089,110 allocated and \$367,208 in expenses. All COVID-19 funding must be spent by December 31, 2021. Ms. Cochran noted that until expended, funds allocated to the housing authority is not considered revenue which explains why the revenue amount and the amount allocated differ.

## V. RESOLUTIONS

**Resolution 20-20**, Authorizing the negotiation and execution of a case management support services contract for participants in the AHA's Continuum of Care (CoC) programs through appropriate procurement process, was presented by Ms. Cochran. AHA is considering several other options for the case management of this program, including hiring full-time AHA staff or utilizing a UTA intern. The current case management contract expires September 30, 2020.

Commissioner Royal made a motion to approve Resolution 20-20. Commissioner Jones seconded the motion and it passed unanimously.

**Resolution 20-21**, Adopting the annual investment policy for the AHA, was presented by Ms. Cochran. AHA is required to review the policy annually and make any necessary updates and then present before the AHA board for approval. This year, there were no changes made to the Investment Policy.

Commissioner Jones made a motion to approve Resolution 20-21. Commissioner Royal seconded the motion and it passed unanimously.

## VI. PRESENTATION OF PERFORMANCE REPORTS

**Housing Rehabilitation Program (HRP)** – Ms. Cochran reported that the current program year started in July. AHA continues to suspend full rehab projects but hopes to slowly start scheduling these in October 2020. It is anticipated that all goals will not be met due to the impacts of the pandemic.

**Housing Choice Voucher (HCV) Program** – Ms. Cochran reported continue progress with lease up. AHA recently submitted a request for additional VASH vouchers and hopes to have a resolution for board approval next month. AHA continues to suspend informal hearings and terminations due to COVID-19, except for severe violations. Due to COVID-19, AHA is being flexible when working with repayment agreements, but has still collected over \$28,000 to date.

**Homeless Programs** - Ms. Cochran reported the Shelter Plus Care (SPC) Expansion program assists chronically homeless clients that will always need rental assistance and case management. The Rapid ReHousing (RRH) program helps the recently homeless clients transition back into housing to quickly minimize disruption in their lives. The Nurse Family Partnership (NFP) program will negotiate a Memorandum of Understanding (MOU) with the University of North Texas Health Services Center (UNTHSC) to refer clients for assistance. Adding another partner will help utilize available funds. The Tenant Based Rental Assistance (TBRA) program is our most flexible program providing short term rental assistance. The City recently provided an additional \$200,000 for this program to mitigate the impacts of unemployment on families' housing. This increased our funding to \$600,000. The three Homeless Housing and Services Programs (HHSP) assist in preventing evictions and housing the homeless. The 2019 HHSP program will close out the end of this month, as the 2020 HHSP program starts.

## MISCELLANEOUS BUSINESS

**Election of Officers** – In accordance with Article III, Section 8 of the Bylaws of the AHA, the Chair and Vice Chair shall be elected if a position is vacated.

The floor was opened for nomination and election of officers. Following formal procedures for accepting nominations for the position of Chair, Commissioner Royal nominated Stephanie Gillespie and Commissioner Jones nominated Chetana Chaphekar. Following a vote by the commissioners, Stephanie Gillespie was elected for the position of Chair, 3-1.

Following formal procedures for accepting nominations for the position of Vice Chair, Commissioner Hobohm nominated himself. Following a vote by the commissioners, Scott Hobohm was unanimously elected for the position of Vice Chair.

**Ms. Cochran updates:**

- An order by the Center for Disease Control (CDC) halts evictions through the end of this year. We are encouraging clients to apply for the Tarrant County CARES funding to pay their past due rent.
- The City was awarded a total of \$6M in Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) and are coordinating with the CoC to determine the best use of these dollars.
- Through Mr. Uddin’s efforts, the AHA applied for and received an additional \$706,000 in Housing Assistance Payment funds to help our Housing Choice Voucher clients.
- Through the EnVision Center, AHA staff are working to create a program for families to use as an alternative to pay day lenders when they have a financial emergency.
- AHA has applied for the Moving To Work Demonstration Program which provides flexibilities to test locally designed strategies that use Federal funds more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. AHA was successful in the first phase of the application process and hopes to submit a full application in January 2021.
- The AHA provides information to help HCV clients make good decisions when selecting a place to live but feels more can be done. Staff are working with the City’s Office of Strategic Initiative on a user-friendly, interactive map that will enable clients to electronically access all the necessary information to make better housing choices.
- AHA continues to work on a plan for re-opening our offices and lobby. Staff have already started working more days in the office.

**VII. ADJOURNMENT**

At 7:12 p.m., with no further business to conduct, Commissioner Jones made a motion to close the meeting. The motion was seconded by Commissioner Royal and was approved unanimously. The Vice Chair declared the meeting adjourned.

**NOTE:** Taped recordings and/or minutes of all (**open sessions**) Housing Authority meetings are a matter of public record and are kept on file in the Housing Authority of the City of Arlington's office, located at 501 W. Sanford, Suite 20, Arlington, Texas. Any Board member or interested party has the right to review the tapes and minutes at the Housing Authority.

APPROVED: \_\_\_\_\_  
Stephanie Gillespie, Vice Chair

ATTEST: \_\_\_\_\_  
Mindy Cochran, Executive Director/Secretary

SEAL:

**IV.**  
**FINANCIAL REPORTS**

# FY 20 HCV FINANCIAL REPORT - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

FY 2020 HCV REVENUE & EXPENSE TRACKING					AHA HAP -Net Restricted Assets	
Category	Budget	Current Month	Year to Date Actual	% of Budget		
<b>HAP REVENUE</b>					<b>NRA Balance 09/30/2019</b>	<b>140,195</b>
HCV HAP Contributions	28,269,857	2,435,283	28,792,371	102%	Total HAP Revenues	28,872,616
Fraud Recovery - HAP	12,500	-	17,106	137%	Total HAP Expenses	28,841,358
Portability HAP Revenue	75,720	877	152,819	202%	<b>Ending NRA Balance as of 9/30/2020</b>	<b>171,453</b>
Interest Income	500	24	8,679	1736%		
FSS Forfeitures	45,000	-	54,545	121%		
Mainstream HAP	75,000	34,607	405,265	540%		
	<b>28,403,577</b>	<b>2,470,791</b>	<b>29,430,784</b>	<b>104%</b>		
<b>HAP EXPENSES</b>						
Port Out HAP Payments	1,350,000	62,683	1,325,319	98%		
Housing Assistance Payments (HAP)	26,919,857	2,402,886	27,561,399	102%		
Mainstream Payments (HAP)	312,642	34,739	363,671	116%		
<b>Total HAP Expenses</b>	<b>28,582,499</b>	<b>2,500,308</b>	<b>29,250,389</b>	<b>102%</b>		

FY 2020 ADMIN REVENUE & EXPENSES					AHA Admin -Unrestricted Net Assets	
Category	Budget	Current Month	Year to Date Actual	% of Budget Exp		
<b>ADMIN REVENUE</b>					<b>UNA Balance 09/30/2019</b>	<b>2,011,914</b>
HCV Earned Admin Fee Revenue	2,354,483	208,571	2,474,684	105%	Total Admin Revenues	2,507,396
FSS ROSS Grant Revenue	169,444	38,408	168,535	99%	Total Admin Expenses	1,893,286
Fraud Recovery - Admin	12,500	-	17,106	137%	<b>Ending UNA Balance as of 9/30/2020</b>	<b>2,626,024</b>
Portability Admin Revenue	11,261	105	7,400	66%		
Investment Income	5,000	-	113	2%		
<b>Total Administrative Revenue</b>	<b>2,552,688</b>	<b>247,084</b>	<b>2,667,838</b>	<b>105%</b>		
<b>ADMIN EXPENSES</b>						
Salary + Wages	1,506,748	44,854	1,160,751	77%		
Fringe Benefits	508,172	15,282	384,578	76%		
Supply + Materials	52,000	(1,527)	30,041	58%		
Special Services + Contracts	364,640	3,968	298,220	82%		
Utilities	41,923	(912)	36,858	88%		
Maintenance: Vehicle + Buildings	8,130	(321)	1,238	15%		
Housing Pro License Renewal	87,030	(2,676)	83,154	96%		
Insurance + Miscellaneous	9,614	(482)	7,538	78%		
Travel + Training + Membership	75,465	(107)	18,034	24%		
Interdepartmental Expenses	39,016	2,544	25,892	66%		
Motor Vehicles	38,000	-	-	0%	<b>Manual Checks in Excess of \$10,000</b>	
Equipment Leases	12,000	343	11,485	96%	None	
<b>Total Administrative Expenses</b>	<b>2,742,738</b>	<b>60,966</b>	<b>2,057,788</b>	<b>75%</b>		

100%

% FY Completed

## CARES Act - HCV & Mainstream Administrative Fees

CARES Act Allocation	Amount
Cares Act HCV Admin Revenue 1st Round	\$ 507,684
Cares Act HCV Admin Revenue 2nd Round	\$ 571,841
Cares Act Mainnstream Admin Revenue 1st Round	\$ 590
Cares Act Mainnstream Admin Revenue 2nd Round	\$ 8,995
<b>Total CARES Act Administrative Allocations</b>	<b>\$ 1,089,110</b>

CARES Act Expenses	Current Month	Year to Date Actual
Salary + Wages	\$ 73,466	\$ 306,708
Fringe Benefits	\$ 27,336	\$ 121,133
Supply + Materials	\$ 9,231	\$ 23,434
Housing Assistance Payments	\$ -	\$ 200
Special Services + Contracts	\$ 2,641	\$ 17,626
Utilities	\$ 1,655	\$ 3,225
Maintenance: Vehicle + Buildings	\$ 885	\$ 885
Insurance + Miscellaneous	\$ -	\$ -
Travel + Training + Membership	\$ 278	\$ 6,078
Interdepartmental Expenses	\$ -	\$ 3,412
Motor Vehicles		\$ -
Equipment Leases		\$ -
<b>Total CARES Act Administrative Expenses</b>	<b>\$ 115,492</b>	<b>\$ 482,701</b>

<b>Remaining Balance</b>	<b>\$ 606,409</b>
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# INVESTMENT REPORT - OPERATING RESERVE ACCOUNT

6/30/20-09/30/20

ARLINGTON HOUSING AUTHORITY

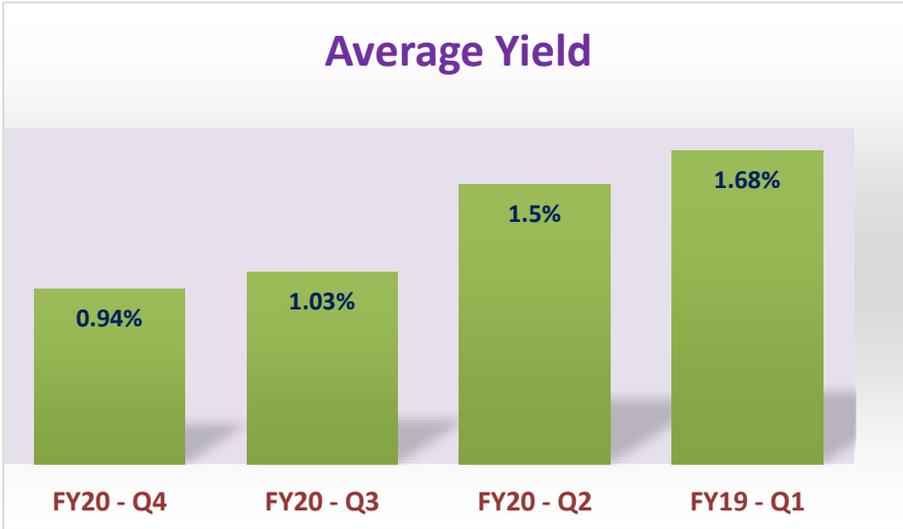
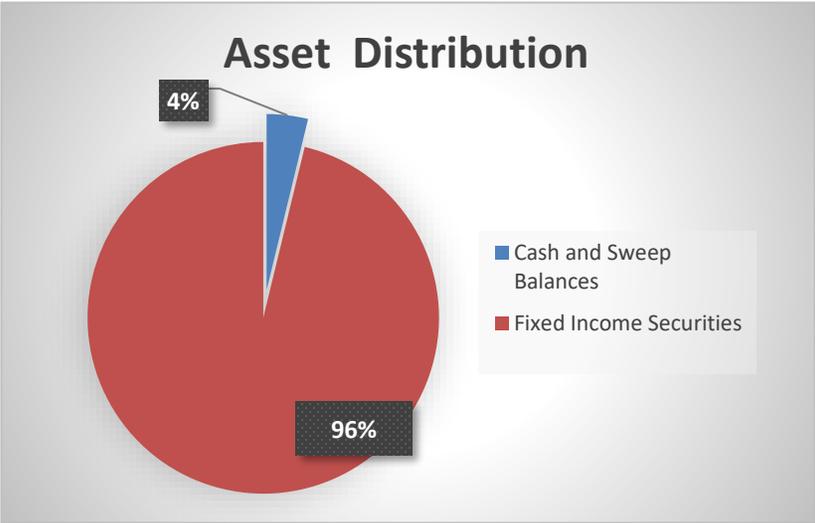
PORTFOLIO HOLDINGS	QUANTITY	BEGINNING MARKET VALUE	ENDING MARKET VALUE	MATURITY	INTEREST Q4	INTEREST YTD	ESTIMATED YIELD	% OF PORTFOLIO
<b>CASH BALANCE</b>								
CASH ON HAND		244,596.76	50,123.98					
<b>CURRENT INVESTMENTS</b>								
US TREASURY BOND	18,000	18,144.00	\$18,100.44		170.92	570.56	1.24	1%
CALIFORNIA BK OF COMM CD	100,000	-	200,116.00	08/05/21	115.89	115.89	0.14	16%
ZIONS BANCORP NA	250,000	-	250,037.50	03/21/20	-	-	0.10	20%
FIFTH THIRD BANK	250,000	251,515.00	251,075.00	03/25/21	1,880.49	3,246.39	0.90	20%
SYNOVUS BANK GA	300,000	302,520.00	301,416.00	01/15/21	1,247.67	3,498.90	1.63	24%
WELLS FARGO NATL BK	250,000	251,512.50	250,585.00	11/23/20	361.63	1,152.72	1.64	20%
<b>MATURED or CALLED FY20</b>								
MORGAN STANELY CD	175,000			11/08/19		4,637.50		
US TREASURY NOTES	317,000			12/31/19		2,971.88		
GOLDMAN SACHS BANK USA CD	250,000	250,080.00		02/14/20		2,394.52		
JP MORGAN BK NA CD	250,000	250,087.50		02/20/20		428.49		
JP MORGAN BK NA CD	100,000	100,419.18		05/29/20		419.18		
NEW YOR COMNTY BANK CD	100,000	100,802.19		05/26/20		802.19		
IBERIABANK-CD	250,000	250,000.00		08/27/20		4,375.00		
<b>Total Invested Funds</b>								
		<b>823,691.50</b>	<b>1,271,329.94</b>		<b>3,776.60</b>	<b>24,613.22</b>		
<b>TOTAL ACCOUNT VALUE</b>								
		<b>1,068,288.26</b>	<b>1,321,453.92</b>		<b>3,776.60</b>	<b>24,613.22</b>		<b>100%</b>

FUNDING SOURCE	
HCV Invested Funds (est)	702,860.08
Non-HCV Invested Funds (est)	618,593.84
	1,321,453.92

HISTORICAL				
	FY20 - Q4	FY20 - Q3	FY20 - Q2	FY20 - Q1
Average Yield	0.94	1.03	1.5	1.68
Closing Value	\$1,321,453.92	\$1,318,950.76	\$1,312,912.00	\$1,306,100.00

# Quarter End Results Investment Category

	<u>Sept 30, 2020</u>		<u>June 30, 2020</u>	
	<b>Book Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>Market Value</b>
Cash and Sweep Balances	\$50,123.98	\$50,123.98	\$244,596.76	\$244,596.76
Fixed Income Securities	\$1,271,329.94	\$1,271,329.94	\$1,074,354.00	\$1,074,354.00
U.S. Govt Fund/Sec.	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$1,321,453.92</b>	<b>\$1,321,453.92</b>	<b>\$1,318,950.76</b>	<b>\$1,318,950.76</b>



**V.**  
**RESOLUTIONS**

## **MEMORANDUM**

**TO:** Housing Authority of the City of Arlington Board of Commissioners

**FROM:** Mindy Cochran, Executive Director/Secretary

**DATE:** October 21, 2020

**SUBJECT:** Resolution 21-01, Approving the Amended Administrative Plan for the Housing Authority of the City of Arlington's Housing Choice Voucher and Related Programs

### **BACKGROUND**

The Housing Authority of the City of Arlington (AHA) is responsible to implement the U.S. Department of Housing and Urban Development's (HUD) Housing Choice Voucher (HCV) and related programs. The HCV program is governed by HUD regulations and notices. Additionally, the AHA is responsible to develop an Administrative Plan setting forth policies and procedures where the AHA has discretionary authority. The AHA established an Administrative Plan and from time to time revisions are made based on necessary operational changes or HUD requirements.

HUD requires the governing board of a public housing agency (PHA) adopt its Administrative Plan and approve any substantial discretionary policies and procedures. Significant modifications to the existing AHA Administrative Plan are outlined herein and are submitted to the AHA board of commissioners for approval.

Attachment A - Executive summary of Significant Modifications to the Administrative Plan  
Attachment B - Full details of Significant Modifications to the Administrative Plan

### **RECOMMENDATION**

AHA staff recommends the AHA's board of commissioners approve the amended Administrative Plan of the Housing Authority of the City of Arlington's Housing Choice Voucher and Related Programs.

**RESOLUTION 21-01**

**RESOLUTION APPROVING THE AMENDED ADMINISTRATIVE PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF ARLINGTON'S HOUSING CHOICE VOUCHER AND RELATED PROGRAMS**

**WHEREAS,** the U. S. Department of Housing and Urban Development promulgates regulations governing the practices of the Housing Choice Voucher and Related Programs; and

**WHEREAS,** the U.S. Department of Housing and Urban Development provides for public housing agencies to establish discretionary policies and incorporate those policies in the Administrative Plan; and

**WHEREAS,** the Housing Authority of the City of Arlington has determined that the proposed amendments to its Administrative Plan identified herein are significant modifications to its Administrative Plan; and

**WHEREAS,** the Housing Authority of the City of Arlington has determined it necessary to amend its Administrative Plan and submits the amended Administrative Plan identified herein as "Attachment B".

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ARLINGTON, TEXAS:**

**THAT** the Administrative Plan for the Housing Authority of the City of Arlington's Housing Choice Voucher and Related Programs, is hereby approved as amended, and authorizes the executive director, or her designee, to implement this Administrative Plan. All documents are attached and incorporated by reference.

**PRESENTED AND PASSED** on this 21<sup>st</sup> day of October 2020, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the Board of Commissioners of the Housing Authority of the City of Arlington, Texas.

---

Stephanie Gillespie, Chair

ATTEST:

SEAL:

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Mindy Cochran, Executive Director/Secretary

# **ATTACHMENT A**

#	Effective Date	Description of Amendment	Page(s) #
1		CH 1 - Statement of Policies and Objectives; U - National, State or Local Emergency Declaration Procedures: Added  1. New Admissions and Certification Processes – Due to the inability to access public resources, such as the closure of public libraries, applicants may be delayed in responding to correspondence related to the new admissions and certification processes. Applicants will be given a minimum 30-day grace period for reporting required information. A grace period beyond 30 days may be granted. <u>Administrative reserves may be used to assist a new admissions applicant by providing a landlord incentive to enable the eligible household to lease a unit. The amount of landlord incentive may not exceed two months' rent. Approval of the Executive Director is required for landlord incentives.</u>	38
2		CH 1 - Statement of Policies and Objectives; U - National, State or Local Emergency Declaration Procedures: Added  5. Working Preference – Suspend the working preference. <u>During the COVID-19 pandemic, if someone is pulled from the waiting list because they met the working preference, but lost employment due to COVID-19, AHA will allow them to maintain the preference provided they are able to document some employment prior to COVID-19.</u>	38
3		CH 1 - Statement of Policies and Objectives; U - National, State or Local Emergency Declaration Procedures: Revised  9. Repayment Agreements – Suspend terminations for non-compliance with repayment agreements <del>and to modify repayment agreements.</del> <u>During the COVID-19 pandemic, AHA will work with families that have entered into a repayment agreement or need to enter into a repayment agreement for debts owed. AHA will provide maximum flexibility depending on the household's financial circumstances. Families who are unable to adhere to the terms of their current repayment agreement will not be terminated, and again, maximum flexibility will be used in collecting debts owed for the HAP overpayment.</u>	38
4		CH 4 - Establishing Preferences and Maintaining the Wait List; B - Preferences  <b>3. Working Preference</b>  <u>During the COVID-19 pandemic, if someone is pulled from the waiting list because they met the working preference, but lost employment due to COVID-19, AHA will allow them to maintain the preference provided they are able to document some employment prior to COVID-19.</u>	54
5		CH 12 - Recertification; C - Reporting Interim Changes: Added Bullet #1:  <u>1. Effective June 1, 2020, the AHA requires that families report all changes in income and any change in family composition within thirty (30) calendar days (i.e. from the date of employment).</u>  <u>2. As of March 1, 2020, the AHA suspends the requirement for families to report increases in income within thirty (30) calendar days of the change. Increases in income will be processed with their next regularly scheduled annual examination. Family Self-Sufficiency participants will have the option to continue reporting changes in income as they happen.</u>	157
6		CH 20 - Special Housing Programs; Appendix 5 - Special Needs Program Policies and Procedures; IV - Special Needs Programs Guidelines; A - Targeted Special Needs Programs  <u>Added details about CDBG CARES and ESG CARES</u>	249

# **ATTACHMENT B**

# Housing Authority of the City of Arlington



## Administrative Plan

Amendments Approved March 31, 2020

<b>CHAPTER 1 - STATEMENT OF POLICIES AND OBJECTIVES</b> .....	<b>12</b>
<b>1-A. JURISDICTION</b> .....	<b>12</b>
<b>1-B. LOCATION AND STAFF RESPONSIBILITIES</b> .....	<b>12</b>
<b>1-C. ETHICAL STANDARD OF OPERATION &amp; CONFLICTS OF INTEREST</b> .	<b>14</b>
<b>1-D. MISSION STATEMENT</b> .....	<b>15</b>
<b>1-E. LOCAL GOALS &amp; FIVE-YEAR PLAN STRATEGIC GOALS</b> .....	<b>15</b>
<b>1-F. PURPOSE OF THE PLAN</b> .....	<b>18</b>
<b>1-G. ADMINISTRATIVE FEE RESERVE</b> .....	<b>18</b>
<b>1-H. RULES AND REGULATIONS</b> .....	<b>18</b>
<b>1-I. TERMINOLOGY</b> .....	<b>19</b>
<b>1-J. FAIR HOUSING POLICY</b> .....	<b>19</b>
<b>1-K. REASONABLE ACCOMMODATIONS POLICY</b> .....	<b>20</b>
<b>1-K.1. Reasonable Accommodation Defined</b> .....	<b>21</b>
<b>1-K.2. Requesting a Reasonable Accommodation</b> .....	<b>22</b>
<b>1-K.3. Verification of Need for Reasonable Accommodation</b> .....	<b>22</b>
<b>1-K.4. Frequency of Verification</b> .....	<b>23</b>
<b>1-K.5. Reasonable Accommodation – Temporary Provision</b> .....	<b>23</b>
<b>1-K.6. Live-In Aides</b> .....	<b>23</b>
<b>1-K.7. Qualifications for the Live-In Aide</b> .....	<b>23</b>
<b>1-K.8. Part Time Aide</b> .....	<b>25</b>
<b>1-K.9. Medical Equipment</b> .....	<b>25</b>
<b>1-K.10. Renting From Relatives</b> .....	<b>26</b>
<b>1-K.11. Pet Policy</b> .....	<b>26</b>
<b>1-K.12. Applying for Admission</b> .....	<b>26</b>
<b>1-K.13. Home Visits</b> .....	<b>26</b>
<b>1-K.14. Applicants</b> .....	<b>27</b>
<b>1-L. TRANSLATION OF DOCUMENTS</b> .....	<b>27</b>
<b>1-M. MANAGEMENT ASSESSMENT OBJECTIVES</b> .....	<b>27</b>
<b>1-N. RECORDS FOR MONITORING AHA PERFORMANCE</b> .....	<b>29</b>
<b>1-O. PRIVACY RIGHTS</b> .....	<b>30</b>
<b>1-O.1. Rights of Applicants and Participants</b> .....	<b>30</b>

1-O.2.	Open Records Requests.....	30
1-O.3.	Release of Information to Property Owners .....	30
1-O.4.	Board of Commissioner Meetings .....	30
1-O.5.	Enterprise Income Verification System (EIV) System.....	31
1-O.6.	Office Security .....	31
1-O.7.	Privacy .....	32
1-O.8.	Review of Applicant/Participant File .....	32
1-O.9.	Upfront Income Verification (UIV) Security Policy .....	32
1-O.10.	Disclosure to Prospective Landlord .....	33
1-O.11.	Cooperation with Law Enforcement.....	33
1-O.12.	Cooperation with Mental Health Mental Retardation.....	33
1-O.13.	U.S. Postal Service.....	34
1-O.14.	Public Documents.....	34
1-P.	FAMILY OUTREACH.....	34
1-Q.	OWNER OUTREACH .....	34
1-R.	ACCESSIBILITY .....	36
1-S.	LIMITED ENGLISH PROFICIENCY.....	37
1-T.	EXPANDING HOUSING OPPORTUNITIES.....	37
<b>CHAPTER 2 - ELIGIBILITY FOR ADMISSION.....</b>		<b>40</b>
2-A.	ELIGIBILITY FACTORS .....	40
2-B.	FAMILY COMPOSITION .....	40
2-C.	INCOME LIMITATIONS.....	42
2-D.	MANDATORY SOCIAL SECURITY NUMBERS .....	43
2-E.	CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS.....	44
2-F.	OTHER CRITERIA FOR ADMISSIONS.....	45
2-G.	TENANT SCREENING.....	45
2-H.	CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT .....	46
2-I.	INELIGIBLE FAMILIES .....	47
<b>CHAPTER 3 - APPLYING FOR ADMISSION .....</b>		<b>48</b>
3-A.	OVERVIEW OF THE APPLICATION TAKING PROCESS.....	48

3-B.	OPENING/CLOSING OF APPLICATION TAKING .....	49
3-C.	"INITIAL" APPLICATION PROCEDURES .....	51
3-D.	APPLICANT STATUS WHILE ON WAITING LIST .....	51
3-E.	TIME OF SELECTION .....	51
3-F.	VERIFICATION .....	52
3-G.	FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY .....	52
<b>CHAPTER 4 - ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST .....</b>		<b>53</b>
4-A.	WAITING LIST .....	53
4-B.	PREFERENCES.....	53
4-C.	INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION.....	56
4-D.	ORDER OF SELECTION.....	56
4-E.	FINAL VERIFICATION OF PREFERENCES.....	56
4-F.	PREFERENCE DENIAL .....	56
4-G.	INCOME TARGETING.....	57
4-H.	SPECIAL ADMISSIONS .....	57
4-I.	TARGETED FUNDING.....	57
<b>CHAPTER 5 - SUBSIDY STANDARDS.....</b>		<b>61</b>
5-A.	DETERMINING FAMILY UNIT (VOUCHER) SIZE .....	61
5-B.	EXCEPTIONS TO SUBSIDY STANDARDS .....	62
5-C.	UNIT SIZE SELECTED.....	65
<b>CHAPTER 6 - INCOME AND SUBSIDY DETERMINATIONS .....</b>		<b>67</b>
<b>PART I: ANNUAL INCOME .....</b>		<b>67</b>
6-I.A.	OVERVIEW .....	67
6-I.B.	HOUSEHOLD COMPOSITION AND INCOME .....	67
6-I.C.	ANTICIPATING ANNUAL INCOME .....	70
6-I.D.	EARNED INCOME .....	72
6-I.E.	EARNED INCOME DISREGARD FOR PERSONS WITH DISABILITIES..	74
6-I.F.	BUSINESS INCOME.....	77
6-I.G.	ASSETS .....	78
6-I.H.	PERIODIC PAYMENTS.....	83

6-I.I.	PAYMENTS IN LIEU OF EARNINGS.....	83
6-I.J.	WELFARE ASSISTANCE.....	84
6-I.K.	PERIODIC AND DETERMINABLE ALLOWANCES.....	85
6-I.L.	ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME.....	85
<b>PART II: ADJUSTED INCOME .....</b>		<b>87</b>
6-II.A.	INTRODUCTION .....	87
6-II.B.	DEPENDENT DEDUCTION .....	88
6-II.C.	ELDERLY OR DISABLED FAMILY DEDUCTION.....	88
6-II.D.	MEDICAL EXPENSES DEDUCTION.....	88
6-II.E.	DISABILITY ASSISTANCE EXPENSES DEDUCTION .....	89
6-II.F.	CHILD CARE EXPENSE DEDUCTION.....	91
<b>PART III: CALCULATING FAMILY SHARE AND AHA SUBSIDY .....</b>		<b>93</b>
6-III.A.	OVERVIEW OF RENT AND SUBSIDY CALCULATIONS .....	93
6-III.B.	FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT .....	93
6-III.C.	APPLYING PAYMENT STANDARDS .....	95
6-III.D.	UTILITY ALLOWANCES.....	98
Exhibit 6-1:	Annual Income Inclusions .....	99
Exhibit 6-2:	Treatment of Net Family Assets.....	103
Exhibit 6-3:	Earned Income Disallowance for Persons with Disabilities .....	104
Exhibit 6-4:	The Effect of Welfare Benefit Reduction .....	105
<b>CHAPTER 7 – VERIFICATION .....</b>		<b>107</b>
<b>PART I: VERIFICATION GENERAL .....</b>		<b>107</b>
7-I. A.	GENERAL VERIFICATION REQUIREMENTS .....	107
7-I. B.	SPECIFIC VERIFICATION REQUIREMENTS .....	107
7-I. C.	VERIFICATION METHODS.....	107
7-I. D.	VERIFICATION OF INCOME AND DETERMINATION OF TOTAL PARTICIPANT PAYMENT .....	109
<b>PART II. VERIFICATION HOUSEHOLD INFORMATION .....</b>		<b>110</b>
7-II.A.	OVERVIEW OF VERIFICATION REQUIREMENTS.....	110
7-II.B.	VERIFYING LEGAL IDENTITY .....	112
7-II.C.	FAMILY CONSENT TO RELEASE OF INFORMATION.....	113

7-II.D. SOCIAL SECURITY NUMBERS.....	113
7-II.E. DOCUMENTATION OF AGE.....	114
7-II.F. FAMILY RELATIONSHIPS.....	114
7-II.G. VERIFICATION OF STUDENT STATUS.....	115
7-II.H. DOCUMENTATION OF DISABILITY.....	115
7-II.I. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS.....	116
7-II.J. VERIFICATION OF PREFERENCE STATUS.....	118
<b>PART III: VERIFICATION INCOME AND ASSETS.....</b>	<b>118</b>
7-III.A. EARNED INCOME.....	118
7-III.B. BUSINESS AND SELF EMPLOYMENT INCOME.....	118
7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS....	119
7-III.D. ALIMONY OR CHILD SUPPORT.....	119
7-III.E. ASSETS AND INCOME FROM ASSETS.....	119
7-III.F. NET INCOME FROM RENTAL PROPERTY.....	120
7-III.G. RETIREMENT ACCOUNTS.....	120
7-III.H. FIXED INCOME.....	121
7-III.I. INCOME FROM EXCLUDED SOURCES.....	121
<b>PART IV: VERIFYING MANDATORY DEDUCTIONS.....</b>	<b>122</b>
7-IV.A. DEPENDENT AND ELDERLY/DISABLED HOUSEHOLD DEDUCTIONS.....	122
7-IV.B. MEDICAL EXPENSE DEDUCTION.....	122
7-IV.C. DISABILITY ASSISTANCE EXPENSES.....	123
7-IV.D. CHILD CARE EXPENSES.....	124
Exhibit 7-1: Excerpt from HUD Verification Guidance Notice.....	125
Exhibit 7-2: Summary of Documentation Requirements for Noncitizens.....	129
<b>CHAPTER 8 – VOUCHER ISSURANCE AND BRIEFINGS.....</b>	<b>107</b>
8-A. ISSUANCE OF VOUCHERS.....	130
8-B. BRIEFING TYPES AND REQUIRED ATTENDANCE.....	130
8-C. ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION.....	131
8-D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION.....	132
8-E. SECURITY DEPOSIT REQUIREMENTS.....	132

8-F.	TERM OF VOUCHER.....	132
8-G.	PROCEDURES FOR EXTENDING HOUSING CHOICE VOUCHERS .....	133
8-H.	VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS	133
8-I.	REMAINING MEMBER OF TENANT FAMILY - RETENTION OF VOUCHER.....	134
<b>CHAPTER 9 - REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION .....</b>		<b>135</b>
9-A.	REQUEST FOR TENANCY APPROVAL .....	135
9-B.	ELIGIBLE TYPES OF HOUSING .....	136
9-C.	LEASE REVIEW .....	136
9-D.	SEPARATE AGREEMENTS .....	137
9-E.	INITIAL INSPECTIONS .....	137
9-F.	RENT LIMITATIONS .....	137
9-G.	DISAPPROVAL OF PROPOSED RENT.....	138
9-H.	INFORMATION TO OWNERS.....	138
9-I.	OWNER DISAPPROVAL.....	138
9-J.	CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HAP EFFECTIVE DATE .....	139
9-K.	CONTRACT EXECUTION PROCESS .....	139
9-L.	PLAN TO CANCEL CONTRACTS .....	139
<b>CHAPTER 10 - HOUSING QUALITY STANDARDS AND INSPECTIONS.....</b>		<b>140</b>
10-A.	GUIDELINES/TYPES OF INSPECTIONS .....	140
10-B.	INITIAL HQS INSPECTION.....	140
10-C.	HQS INSPECTIONS .....	141
10-D.	DETERMINATION OF RESPONSIBILITY .....	142
10-E.	EMERGENCY REPAIR ITEMS .....	143
10-F.	SPECIAL/COMPLAINT INSPECTIONS.....	145
10-G.	PRE MOVE-OUT INSPECTION.....	145
10-H.	QUALITY CONTROL INSPECTIONS .....	145
10-J.	ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS.....	146
10-K.	CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS).....	147

10-L.	CONSEQUENCES IF FAMILY IS RESPONSIBLE FOR HQS VIOLATION.....	148
<b>CHAPTER 11 - OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS.....</b>		<b>149</b>
11-A.	RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM.....	149
11-B.	MAKING PAYMENTS TO OWNERS.....	149
11-C.	RENT REASONABLENESS DETERMINATIONS.....	150
11-D.	PAYMENT STANDARDS FOR THE VOUCHER PROGRAM.....	152
11-E.	ADJUSTMENTS TO PAYMENT STANDARDS.....	152
11-F.	EXCEPTION PAYMENT STANDARDS.....	153
11-G.	OWNER PAYMENT IN THE HOUSING CHOICE VOUCHER PROGRAM.....	154
<b>CHAPTER 12 - RECERTIFICATIONS.....</b>		<b>155</b>
12-A.	ANNUAL ACTIVITIES.....	155
12-B.	ANNUAL RECERTIFICATION/REEXAMINATION.....	155
12-C.	REPORTING INTERIM CHANGES.....	157
12-D.	OTHER INTERIM REPORTING ISSUES.....	158
12-E.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS.....	159
12-F.	NOTIFICATION OF RESULTS OF RECERTIFICATIONS.....	160
12-G.	TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS).....	161
12-H.	CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES.....	162
12-I.	CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES.....	162
12-J.	MISREPRESENTATION OF FAMILY CIRCUMSTANCES.....	162
<b>CHAPTER 13 – MOVES WITH CONTINUED ASSISTANCE/PORTABILITY.....</b>		<b>163</b>
13-A.	ALLOWABLE MOVES.....	163
13-B.	RESTRICTIONS ON MOVES.....	163
13-C.	PROCEDURE FOR MOVES.....	164
13-D.	PORTABILITY.....	164
13-E.	OUTGOING PORTABILITY.....	165
13-F.	INCOMING PORTABILITY.....	165

<b>CHAPTER 14 - CONTRACT TERMINATIONS</b> .....	<b>168</b>
<b>14-A. CONTRACT TERMINATION</b> .....	<b>168</b>
<b>14-B. TERMINATION BY THE FAMILY: MOVES</b> .....	<b>168</b>
<b>14-C. TERMINATION OF TENANCY BY THE OWNER: EVICTIONS</b> .....	<b>169</b>
<b>14-D. TERMINATION OF THE CONTRACT BY AHA</b> .....	<b>170</b>
<b>CHAPTER 15 - DENIAL OR TERMINATION OF ASSISTANCE</b> .....	<b>172</b>
<b>15-A. GROUNDS FOR DENIAL/TERMINATION</b> .....	<b>172</b>
<b>15-B. SCREENING AND TERMINATION FOR DRUG ABUSE AND OTHER         CRIMINAL ACTIVITY</b> .....	<b>174</b>
<b>15-C. FAMILY OBLIGATIONS</b> .....	<b>181</b>
<b>15-D. PROCEDURES FOR NON-CITIZENS</b> .....	<b>186</b>
<b>15-E. ZERO (\$0) ASSISTANCE TENANCIES</b> .....	<b>186</b>
<b>15-F. ZERO INCOME PARTICIPANTS</b> .....	<b>186</b>
<b>15-G. OPTION NOT TO TERMINATE FOR MISREPRESENTATION</b> .....	<b>187</b>
<b>15-H. MISREPRESENTATION IN COLLUSION WITH OWNER</b> .....	<b>188</b>
<b>15-I. MISSED APPOINTMENTS AND DEADLINES</b> .....	<b>188</b>
<b>CHAPTER 16 - OWNER DISAPPROVAL AND RESTRICTION</b> .....	<b>190</b>
<b>16-A. DISAPPROVAL OF OWNER</b> .....	<b>190</b>
<b>16-B. OWNER RESTRICTIONS AND PENALTIES</b> .....	<b>191</b>
<b>16-C. CHANGE IN OWNERSHIP</b> .....	<b>191</b>
<b>CHAPTER 17 - OWNER OR FAMILY DEBTS TO THE PHA</b> .....	<b>192</b>
<b>17-A. PAYMENT AGREEMENT FOR FAMILIES</b> .....	<b>192</b>
<b>17-B. PAYMENT SCHEDULE FOR MONIES OWED TO THE AHA</b> .....	<b>193</b>
<b>17-C. DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF         INFORMATION</b> .....	<b>193</b>
<b>17-D. DEBTS DUE TO MINIMUM RENT TEMPORARY HARDSHIP</b> .....	<b>194</b>
<b>17-E. GUIDELINES FOR PAYMENT AGREEMENTS</b> .....	<b>195</b>
<b>17-F. OWNER DEBTS TO THE PHA</b> .....	<b>195</b>
<b>17-G. WRITING OFF DEBTS</b> .....	<b>195</b>
<b>CHAPTER 18 - COMPLAINTS AND HEARINGS</b> .....	<b>197</b>
<b>18-A. COMPLAINTS TO THE AHA</b> .....	<b>197</b>
<b>18-B. INFORMAL REVIEW PROCEDURES FOR APPLICANTS</b> .....	<b>197</b>

18-C.	INFORMAL HEARING PROCEDURES .....	198
18-D.	HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS" .....	201
18-E.	MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES.....	202
	<b>CHAPTER 19 - PROGRAM INTEGRITY AND FRAUD.....</b>	<b>197</b>
19-A.	CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD.....	203
19-B.	STEPS THE AHA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD .....	203
19-C.	STEPS THE AHA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD .....	204
19-D.	THE AHA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD.....	204
19-E.	OVERPAYMENTS TO OWNERS .....	205
19-F.	HOW THE AHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD.....	205
19-G.	PLACEMENT OF DOCUMENTS, EVIDENCE, AND STATEMENTS OBTAINED BY THE PHA .....	205
19-H.	CONCLUSION OF THE AHA'S INVESTIGATIVE REVIEW.....	206
19-I.	EVALUATION OF THE FINDINGS .....	206
19-J.	ACTION PROCEDURES FOR VIOLATIONS THAT HAVE BEEN DOCUMENTED.....	206
19-K.	AHA FRAUD RECOVERY POLICY.....	207
	<b>CHAPTER 20 -SPECIAL HOUSING PROGRAMS .....</b>	<b>209</b>
	20-A. HOMEOWNERSHIP PROGRAM.....	209
	APPENDIX 1- GLOSSARY .....	215
	APPENDIX 2 - ENTERPRISE INCOME VERIFICATION (EIV) .....	226
	APPENDIX 3 - KATRINA DISASTER HOUSING ASSISTANCE PROGRAM.....	240
	<u>                    </u> DELETED MARCH 2015240	
	APPENDIX 4 - PRESERVATION VOUCHERS .....	241
	APPENDIX 5 - SPECIAL NEEDS PROGRAMS POLICIES AND PROCEDURES ...	243
	APPENDIX 7 - LEAD-BASED PAINT POLICIES AND PROCEDURES .....	270
	APPENDIX 8 - EMERGENCY MANAGEMENT PLAN .....	284

**APPENDIX 9 - CRIMINAL BACKGROUND CHECK POLICY..... 287**  
**APPENDIX 10- PLAN TO CANCEL CONTRACTS..... 292**  
**APPENDIX 11 - REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR  
HOUSING IN THE HOUSING CHOICE VOUCHER, FAMILY SELF  
SUFFICIENCY, AND FAMILY UNIFICATION PROGRAMS ..... 294**  
**APPENDIX 12 - PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS  
OF DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING ..... 298**  
**APPENDIX 13 – LIMITED ENGLISH PROFICIENCY PLAN..... 316**  
**APPENDIX 14 – ADMINISTRATIVE OPERATING POLICIES AND  
PROCEDURES ..... 330**  
**APPENDIX 15 – RECORDS RETENTION POLICY..... 331**  
**APPENDIX 16 - FSS ACTION PLAN OF OPERATIONS & ESCROW..... 340**

- c. The owner may not charge additional fees or increase the security deposit.

**1-S. LIMITED ENGLISH PROFICIENCY**

The Arlington Housing Authority (AHA) will provide clients with translation and/or interpretation assistance to ensure equal access to rental housing assistance administered by the AHA to persons with limited English proficiency skills. The AHA will make these services known by posting digital signage in the lobby and on the AHA website. Services are available upon request.

The full text of the Limited English Proficiency Plan, incorporated by reference, is attached hereto, identified in Appendix 14.

**1-T. EXPANDING HOUSING OPPORTUNITIES**

In order to provide HCV families the widest selection of housing units as possible, AHA actively seeks to recruit owners of decent, safe and sanitary housing units to lease to HCV families.

The AHA will undertake a combination of the following steps to increase the supply of units available to its participants:

1. Publish and disseminate printed material designed to acquaint owners and managers with the benefits of the HCV Program;
2. Maintain a link to the City of Arlington's website;
3. Provide owner information – brochures – flyers in the AHA waiting room;
  - a. Address members of local organizations representing the rental market including the Arlington Board of Realtors and the Tarrant County Apartment Association;
  - b. Post information regarding tenant/landlord workshops and presentations from legitimate associations;
  - c. Provide periodic written updates to owners to improve owner relations, enhance retention of owners in the program, and to provide ongoing program education.
  - d. Provide a free rental listing report to aid Voucher program participants in their search.
    - i. Copies of the listing will only be provided to AHA clients as a reasonable accommodation.
    - ii. Copies of the listing will be included with the issuance of each new Voucher or to transfer vouchers.

**1-U. NATIONAL, STATE OR LOCAL EMERGENCY DECLARATION PROCEDURES**

During a National, State or Local emergency, the AHA must be able to quickly streamline processes to allow the AHA management team to prioritize resources during continued operations in the event of an emergency declaration. In addition to the areas described below, the AHA Executive Director is authorized to suspend any of the procedures described below and return to normal operations as outlined in the Administrative Plan.

At the discretion of the AHA Executive Direction, the following apply:

1. New Admissions and Certification Processes – Due to the inability to access public resources, such as the closure of public libraries, applicants may be delayed in responding to correspondence related to the new admissions and certification processes. Applicants will be given a minimum 30-day grace period for reporting required information. A grace period beyond 30 days may be granted. Administrative reserves may be used to assist a new admissions applicant by providing a landlord incentive to enable the eligible household to lease a unit. The amount of landlord incentive may not exceed two months' rent. Approval of the Executive Director is required for landlord incentives.
2. Annual Reexaminations – AHA staff will not initiate termination for tenants with late annual reexaminations. Extensions of time will be provided to complete annual reexaminations.
3. Interim Processes – Suspend processing increases in income and to process any increases in income at the next regularly scheduled annual reexamination.
4. Minimum Rent – Lower the minimum rent level.
5. Working Preference – Suspend the working preference. During the COVID-19 pandemic, if someone is pulled from the waiting list because they met the working preference, but lost employment due to COVID-19, AHA will allow them to maintain the preference provided they are able to document some employment prior to COVID-19.
6. Compliance – Suspend processing program compliance violations for reports of unauthorized occupants, unreported income, incomplete annuals, or other minor infractions. Program violations involving the following will be addressed in accordance with the Administrative Plan:
  - Registered sex offenders
  - Violent criminal behavior
  - Manufacturing or distribution of meth
7. Inspections – Implement the use of alternate inspections as described in 24 CFR 982.406. Specifically, AHA may rely on inspections performed under the HOME Investment Partnership Program or by housing financed using Low-Income Housing Tax Credits (LIHTC). AHA may also employ the use of Skype, FaceTime or other means of conducting inspections remotely to house persons at risk of becoming homeless.
8. Re-inspections – Allow for landlord and tenant certification of correction of failed Housing Quality Standards (HQS) items, except for those items considered emergency HQS fails.
9. Repayment Agreements – Suspend terminations for non-compliance with repayment agreements ~~and to modify repayment agreements.~~ During the COVID-19 pandemic, AHA will work with families that have entered into a repayment agreement or need to enter into a repayment agreement for debts owed. AHA will provide maximum flexibility depending on the household's financial circumstances. Families who are unable to adhere to the terms of their current repayment agreement will not be terminated, and again, maximum flexibility will be used in collecting debts owed for the HAP overpayment.

### 3. Working Preference

During the COVID-19 pandemic, if someone is pulled from the waiting list because they met the working preference, but lost employment due to COVID-19, AHA will allow them to maintain the preference provided they are able to document some employment prior to COVID-19.

On April 7, 2004, the Arlington Housing Authority Board of Commissioners approved a preference for working families which became effective April 8, 2004 (per Resolution 04-05). Elderly or disabled heads of household (or their spouses) who are elderly or disabled were automatically included in the working preference.

When an application is selected from the AHA Waiting List, their eligibility for participation in the HCV program will be verified by the Housing Specialists, according to HUD guidelines prior to issuance of a Housing Choice Voucher.

**If there are a sufficient number of applicants meeting both the residency and working preferences to utilize all available vouchers, applicants must meet both the residency preference and the working preference at the time of certification to receive a voucher.**

The AHA will monitor the income level of new admissions in each fiscal year to ensure that AHA is in compliance with HUD regulatory requirements and the statutory requirement regarding new admissions (“not less than 75% of the families admitted to the PHA’s tenant-based voucher program during the PHA’s fiscal year shall be extremely low-income families”) If the AHA determines that the number of new admissions falls below the HUD income targeting threshold (75% of new admissions must have incomes at or below 30% of AMI), the AHA will temporarily suspend the working preference and select an appropriate number of persons from the waiting list to admit enough extremely low-income persons to the Housing Choice Voucher Program to meet applicable statutory income targeting requirement (Resolution 05-04, April 5, 2006). Although the working preference may be suspended, the AHA will continue to apply the residency preference when selecting applicants from the waiting list. On February 1, 2007, the Working Preference was temporarily suspended to achieve the income targeting criteria.

### 4. Special Needs Programs Participants

The AHA also established a local preference for participants in the Special Needs Programs. Participants of these programs may be enrolled on the AHA waiting list (whether the list is closed or open) when the Special Needs Programs client has completed their program goals or if their program funding has ended. Pending funding availability, these clients may be added to the HCV waiting list and selected from the waiting list in accordance with waiting list procedures and local preferences. Special Needs Programs applicants are afforded the top preference and are selected before any other local preferences (see section 4-D Order of Selection).

### 5. Hurricane Katrina Impacted Families

This local preference was discontinued in March 2015.

### 6. Special Vouchers

#### Money Follows the Person

On April 18, 2013, at the request of the U.S. Department of Housing and Urban Development (HUD), the Arlington Housing Authority Board of Commissioners adopted a policy that “set aside” ten (10) AHA Housing Choice Vouchers as special purpose vouchers for participants in the HUD “Money Follows the Person” Demonstration. These 10 special vouchers are established as part of a demonstration with the U.S. Department of HUD and the U.S. Department of Health and Human Services (HHS) as a housing capacity building initiative for community living for

Annual Cost of Living Adjustments to Social Security income will be applied at the next annual recertification rather than processed as an Interim change.

### **Tenant Rent Decreases**

Effective September 24, 2007, a reported decrease in the participant's household income or an increase in allowances or deductions affecting a decrease in the tenant's portion of rent portion will be processed effective the first of the month following the receipt of all information necessary to complete the Interim Change.

If the family causes a delay so that the processing of the reexamination is not complete by the anniversary date, rent change will be effective on the first day of the month following completion of the processing by the AHA.

### **12-C. REPORTING INTERIM CHANGES**

[24 CFR 982.516]

Program participants must report all changes in household composition to the AHA between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain AHA approval prior to all other additions to the household. If any new family member is added, family income must include any income of the new family member. The AHA will conduct a reexamination to determine such additional income and will make the appropriate adjustments to household income, allowances and deductions to which the family may be entitled, and to the housing assistance payment and, and tenant rent.

Per 24 CFR 960.257 and 982.516(b) and (c) at any time the family may request an interim determination because of any change in family income or composition since the last determination. This request must be made in writing via AssistanceCheck, an Interim Change Form, or other approved methods of reporting interim change requests to the AHA.

1. Effective June 1, 2020, the AHA requires that families report all changes in income and any change in family composition within thirty (30) calendar days (i.e. from the date of employment).

2. As of March 1, 2020, the AHA suspends the requirement for families to report increases in income within thirty (30) calendar days of the change. Increases in income will be processed with their next regularly scheduled annual examination. Family Self-Sufficiency participants will have the option to continue reporting changes in income as they happen.

3. As of March 1, 2018, the AHA requires that families report all changes in income and any change in family composition within thirty (30) calendar days (i.e. from the date of employment), on an Interim Change Form or other approved method.

4. Retroactive to October 1, 2012, the AHA revised its Interim Change procedures to process all participant reported increases in the family's household income at the next regularly scheduled annual recertification. However, participants that previously reported zero household income are required to report any change in household income within thirty (30) calendar days of onset and the AHA will process the reported increase in household income. Additionally, participants are required to report any changes in household members (family composition) in accordance with established procedures. Program participants (other than zero income households and households that are adding family members) are not required to report increases in household income until the annual re-certification. All other interim change procedures will remain unchanged.

a range of supportive services funded by other sources, in response to the needs of the hard-to-reach homeless population with disabilities.

**a. Criteria for Admission**

All applicants must have a verified disability and meet HUD's homeless criteria before admission into the PSH Program. Special needs clients referred into the Special Needs Programs must have had their initial intake process done in Arlington, but are not required to live or work in Arlington for admission into the Special Needs Programs.

Eligible Person – a homeless person with disabilities (primarily persons who are seriously mentally ill; have chronic problems with alcohol, drugs, or both; or have AIDS and related diseases) and, if also homeless, the family of such person, to be eligible for assistance, persons must be very low income (*from HUD SPC Resource Manual, May 2002*).

**b. Amount of Rent Paid by Participant/Rent Comparability/HQS Inspection**

Applicants in the PSH Program cannot pay more than 30% of their adjusted income towards their rent. Rents are limited to the current Fair Market Rents as published by HUD yearly.

**c. Rent Comparability/HQS Inspection**

All units must meet HUD's rent comparability criteria and pass an HQS inspection before occupancy.

**d. Housing Assistance Payments (HAP)**

All PSH applicants are required to pay a portion of the contract rent based on 30% of their adjusted income.

**4. CDBG/CDBG CARES**

On May 19, 2020, the Arlington City Council approved reprogramming \$260,000 of Community Development Block Grant (CDBG) funding from Housing Rehabilitation to be used in response to the COVID crisis in the form of short-term rental assistance. The Arlington Housing Authority (AHA) will administer the funds for eviction prevention. An additional \$800,000 was also allocated to this program from the City of Arlington's CDBG CARES Act funding which will be known as CDBG CARES funds. CDBG and CDBG CARES funding (known collectively as CDBG funds) will be managed under regulations provided by the US Department of Housing and Urban Development (HUD) at 24 CFR Part 570, the City of Arlington, and any approved waivers for CDBG CARES Act funding adopted by the City of Arlington. The national objective met through this program is a benefit to low- and moderate-income persons. The eligible activity is rental assistance payments that do not exceed six consecutive months that are made in response to an emergency. The six (6) months limitation is based on a waiver from HUD.

**a. Use of Funds and Funding**

CDBG funds are provided for emergency housing assistance benefits to families that have experienced a financial impact related to COVID-19, are earning less than 80% of the area median income based on family size and have no more than \$10,000 in liquid assets.

**b. Eviction/Homeless Prevention: Short term rental assistance**

Eviction Prevention assistance is provided to halt a pending eviction. The funding provided to a participant can pay for past due rent and utilities to stop an eviction. The

landlord must agree to stop the eviction and to waive late fees and court costs in order for assistance to be approved. Funding can assist with up to six (6) months of rent and utilities and can be a combination of past due, current, and future rent and utilities.

Past and current month's rent and utilities will be provided in a lump sum to the landlord and/or utility provider. Future month's rent will be paid when due.

**c. HUD Income Guidelines for PY 2020**

<b><u>Household Size</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>
<b><u>Income Limit (&lt;80% MI)</u></b>	<b><u>\$45,650</u></b>	<b><u>\$52,200</u></b>	<b><u>\$58,700</u></b>	<b><u>\$65,200</u></b>	<b><u>\$70,450</u></b>	<b><u>\$75,650</u></b>	<b><u>\$80,850</u></b>	<b><u>\$86,100</u></b>

**5. ESG CARES**

On May 1, 2020, the City of Arlington issued a mini-Request for Proposal (RFP) for Emergency Solutions Grant (ESG) to be used in response to the COVID-19 crisis in the form of homelessness prevention and rapid rehousing. The Arlington Housing Authority (AHA) will administer the homelessness prevention and rapid rehousing funding in compliance with the US Department of Housing and Urban Development (HUD) regulations at 24 CFR Part 576 and any approved waivers. AHA will partner with the Center for Transforming Lives who will provide the case management component of this program.

**a. Use of Funds**

On April 27, 2020, the Continuum of Care (CoC) Board of Directors approved funding recommendations to support the broader Continuum-wide response to COVID-19 as it impacts the homeless community. One of the recommendations was for jurisdictions to fund targeted rapid rehousing for populations identified at risk for COVID-19. The targeted rapid rehousing fully aligns with and is in coordination with other agencies of the CoC and service providers. A secondary recommendation was to increase funding for homelessness prevention targeted to at-risk populations. The homelessness prevention portion of this program fully aligns with and is in coordination with this strategy. Both components of this program are targeted to populations that are most at-risk for COVID-19 based on age and/or health conditions that make them more susceptible to severe complications or negative outcomes from COVID-19

**b. Rapid Rehousing**

Rapid rehousing focuses on households or individuals who are currently living at shelters or other congregate settings including overcrowded, shared housing environments. Rental assistance is provided to move those vulnerable households out of the congregate/shared housing environments and into safe, decent housing. Shelter in-reach will be needed to determine suitability for this program. Households may also be referred from other nonprofit partners. Assistance may consist of application fees, deposits, utilities, housing search and rental assistance for up to 24 months.

**c. Homeless Prevention**

Homelessness Prevention focuses on households or individuals who are currently housed, but at serious risk of homelessness because of their inability to continue to pay their rent or hotel fees. This population will also be prioritized for those at greater risk because of health conditions/age as they relate to COVID-19.

Assistance may consist of application fees, deposits, utilities, housing search and rental assistance up to 12 months. Assistance is to prevent an individual or family from moving into an emergency shelter or prevent homelessness.

**d. HUD Income Guidelines Effective 4/1/2020**

<b><u>Household Size</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>
<b><u>Income Limit (&lt;50% AMI)</u></b>	<b><u>\$28,550</u></b>	<b><u>\$32,600</u></b>	<b><u>\$36,700</u></b>	<b><u>\$40,750</u></b>	<b><u>\$44,050</u></b>	<b><u>\$47,300</u></b>	<b><u>\$50,550</u></b>	<b><u>\$53,800</u></b>

**6. AHA-Emergency Housing Assistance CARES**

The Arlington Housing Authority (AHA) formed the Emergency Housing Assistance Corporation (EHAC) in 2007 in response to emergency housing needs related to Hurricanes Katrina and Rita. In November 2019, the EHAC board of directors approved dissolving the corporation and in compliance with the bylaws, transferred remaining funds to the AHA for use in a future emergency. These funds are known as Emergency Housing Assistance (EHA) funds. In March 2020, the AHA Board of Commissioners authorized the use of the funding in response to needs related to the COVID-19 crisis.

**a. Use of Funds and Funding**

The AHA Board of Commissioners approved the use of EHA funds for the purposes of providing housing assistance benefits, benefits for the homeless and those at risk of becoming homeless, food and essential services to families that have experienced a loss of income related to COVID-19, are earning less than 120% of the area median income based on family size, and have no more than \$25,000 in liquid assets.

EHA funding is flexible and should be used as a source of last resort. Additional federal funding has been made available for use in the City of Arlington, and those alternate sources of funds should be used before EHA funding is used.

**b. Forms of Assistance**

**Eviction/Homeless Prevention**

Eviction prevention assistance is provided to halt a pending eviction. The landlord must agree to stop the eviction and to waive late fees in order for assistance to be approved. Funding can initially assist with up to three (3) months of past due rent and utilities and three (3) months of future rental and utility assistance including the current month.

Past and current month's rent and utilities will be provided in a lump sum to the landlord and/or utility provider. Future month's rent will be paid when due.

Eviction prevention assistance is also available for those residing in extended stay hotels. Funding for those in a hotel will be paid weekly, and households are eligible for eight (8) weeks of past due “rent”, the current month and up to 15 weeks future weeks. Households will be re-assessed 14 days prior to the end of the current assistance to determine if a continuation of assistance is needed. Continued assistance can be provided in 12-week increments.

#### **Homeless Assistance**

Homeless assistance is to rapidly rehouse a household who recently (within last 30 days) became homeless. Funding is generally provided in one of these methods:

- Temporarily house an eligible, homeless household in short term housing, generally an extended stay hotel. Funding can initially pay for up to 12 weeks of assistance. The household will be assessed 14 days prior to the end of assistance to determine if continued assistance is needed. Continued assistance can be provided in 12 week increments, with assessments occurring 14 days before the end of each term.
- Pay for first month’s rent and deposit and up to two (2) additional months of rent to house a household. Funding can also be used for utility deposits and for up to three (3) months of utility payments. Funding should only be used in this manner if the household can demonstrate that they will be able to pay ongoing rent.

Past and current month’s rent and utilities will be provided in a lump sum to the landlord and/or utility provider. Future month’s rent will be paid when due.

#### **Essential Services**

Eligible households may be provided with essential services such as food and basic household needs (not to include clothing, furniture, or household appliances) based upon need. Alternative resource options must be depleted prior to providing essential services through EHA. Household will be required to show proof that they applied for and were denied SNAP benefits. Examples of essential services are: utility assistance not combined with rental assistance, food assistance, or transportation assistance. If funding is provided for food, it shall be in the form of a grocery store gift card convenient to the location of the household’s residence, but at the discretion of the AHA staff.

### **B. Rent Comparability/HQS Inspection**

Before issuing a contract, the AHA conducts a rent comparability analysis of similar units in the unassisted market in order to ensure that rents are comparable to unassisted units (see attachment). The AHA also conducts a Housing Quality Standards (HQS) at admission and yearly thereafter to ensure that the unit meets HUD’s standards for occupancy and that the units are decent and safe. Included within this criteria are Lead Base Paint requirements (see attachment 6).

### **C. Application of Housing Choice Voucher Administrative Procedures**

The AHA generally unitizes the same guidelines that it uses to administer the Housing Choice Voucher Program to administer the Special Needs Programs including:

1. Voucher Issuance/Expiration
2. Income Inclusions and Exclusions
3. Utility Allowances

## **MEMORANDUM**

**TO:** Housing Authority of the City of Arlington Board of Commissioners

**FROM:** Mindy Cochran, Executive Director/Secretary

**DATE:** October 21, 2020

**SUBJECT:** Resolution 21-02, Adoption of Payment Standards for the Housing Authority of the City of Arlington's Housing Choice Voucher Program and Specific Special Needs Programs for Calendar Year 2021

### **BACKGROUND**

The U. S. Department of Housing and Urban Development (HUD) annually publishes a schedule of Small Area Fair Market Rents (SAFMR) and Fair Market Rents (AWFMR). Public Housing Agencies are required to adopt payment standard schedules between 90% and 110% of the HUD published rents in the administration of their Housing Choice Voucher (HCV) program and specific Special Needs programs. HUD published final Fair Market Rents in the *Federal Register* which became effective on October 1, 2020.

Attachment A identifies the current 2020 payment standards adopted by the Housing Authority of the City of Arlington's (AHA) Board of Commissioners last year. Attachment B identifies proposed 2021 payment standards for AHA's HCV program and specific Special Needs programs.

### **DISCUSSION**

Staff performs annual re-examinations three (3) months in advance of the program participant's anniversary date, therefore the AHA recommends adopting the attached schedule of Payment Standards effective January 1, 2021.

### **RECOMMENDATION**

Following a careful review and analysis of HUD's schedule of Fair Market Rents and a review of the rental housing market and related conditions in Arlington, AHA staff recommends adoption of the proposed 2021 Payment Standards.

**RESOLUTION 21-02**

**ADOPTION OF PAYMENT STANDARDS FOR THE  
HOUSING AUTHORITY OF THE CITY OF ARLINGTON'S  
HOUSING CHOICE VOUCHER PROGRAM AND  
SPECIFIC SPECIAL NEEDS PROGRAMS FOR CALENDAR YEAR 2021**

- WHEREAS,** Public Housing Agencies are required by the U.S. Department of Housing and Urban Development to annually adopt payment standards between 90-110% of the U.S Department of Housing and Urban Development published Fair Market Rents in the Housing Choice Voucher Program and specific Special Needs Programs; and
- WHEREAS,** the U. S. Department of Housing and Urban Development recently published a schedule of Small Area Fair Market Rents and Fair Market Rents that became effective October 1, 2020; and
- WHEREAS,** Payment standards established between 90% and 110% of the 2019 U.S. Department of Housing and Urban Development published Fair Market Rents will continue to allow Arlington households to find and afford suitable housing in the local rental market and help deconcentrate the incidence of poverty; and
- WHEREAS,** the Housing Authority of the City of Arlington anticipates sufficient budget in 2021 to adopt and implement payment standards at the recommended levels.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ARLINGTON, TEXAS:**

**THAT** the schedule of Payment Standards identified herein as Attachment B is hereby adopted for rental housing units assisted through the Housing Choice Voucher program and the specific Special Needs programs, effective January 1, 2021.

**PRESENTED AND PASSED** on this 21<sup>st</sup> day of October 2020, by a vote of \_\_\_\_\_ ayes and nays at a regular meeting of the Board meeting of the Commissioners of the Housing Authority of the City of Arlington, Texas.

\_\_\_\_\_  
Stephanie Gillespie, Chair

ATTEST:

SEAL:

\_\_\_\_\_  
Mindy Cochran, Executive Director/Secretary

# **ATTACHMENT A**

**ARLINGTON HOUSING AUTHORITY - PAYMENT STANDARDS - EFFECTIVE 01/01/2020  
HOUSING CHOICE VOUCHER PROGRAM – ARLINGTON ZIP CODES**

Zip Code	Arlington	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	% of SAFMR
76001	Small Area Fair Market Rent	\$1,120	\$1,270	\$1,560	\$2,110	\$2,650	93%
	Payment Standard	\$1,042	\$1,181	\$1,451	\$1,962	\$2,465	
76002	Small Area Fair Market Rent	\$1,260	\$1,420	\$1,750	\$2,370	\$2,970	90%
	Payment Standard	\$1,134	\$1,278	\$1,575	\$2,133	\$2,673	
76003	Small Area Fair Market Rent	\$840	\$950	\$1,170	\$1,590	\$1,990	100%
	Payment Standard	\$840	\$950	\$1,170	\$1,590	\$1,990	
76004	Small Area Fair Market Rent	\$840	\$950	\$1,170	\$1,590	\$1,990	100%
	Payment Standard	\$840	\$950	\$1,170	\$1,590	\$1,990	
76005	Small Area Fair Market Rent	\$840	\$950	\$1,170	\$1,590	\$1,990	100%
	Payment Standard	\$840	\$950	\$1,170	\$1,590	\$1,990	
76006	Small Area Fair Market Rent	\$910	\$1,030	\$1,270	\$1,720	\$2,160	97%
	Payment Standard	\$883	\$999	\$1,232	\$1,668	\$2,095	
76010	Small Area Fair Market Rent	\$760	\$860	\$1,060	\$1,440	\$1,800	105%
	Payment Standard	\$798	\$903	\$1,113	\$1,512	\$1,890	
76011	Small Area Fair Market Rent	\$790	\$890	\$1,100	\$1,490	\$1,870	100%
	Payment Standard	\$790	\$890	\$1,100	\$1,490	\$1,870	
76012	Small Area Fair Market Rent	\$810	\$920	\$1,130	\$1,530	\$1,920	100%
	Payment Standard	\$810	\$920	\$1,130	\$1,530	\$1,920	
76013	Small Area Fair Market Rent	\$780	\$880	\$1,080	\$1,460	\$1,840	102%
	Payment Standard	\$796	\$898	\$1,102	\$1,489	\$1,877	
76014	Small Area Fair Market Rent	\$910	\$1,020	\$1,260	\$1,710	\$2,140	90%
	Payment Standard	\$819	\$918	\$1,134	\$1,539	\$1,926	
76015	Small Area Fair Market Rent	\$930	\$1,050	\$1,290	\$1,750	\$2,190	90%
	Payment Standard	\$837	\$945	\$1,161	\$1,575	\$1,971	
76016	Small Area Fair Market Rent	\$1,140	\$1,290	\$1,590	\$2,150	\$2,700	90%
	Payment Standard	\$1,026	\$1,161	\$1,431	\$1,935	\$2,430	
76017	Small Area Fair Market Rent	\$910	\$1,030	\$1,270	\$1,720	\$2,160	92%
	Payment Standard	\$837	\$948	\$1,168	\$1,582	\$1,987	
76018	Small Area Fair Market Rent	\$1,100	\$1,240	\$1,530	\$2,070	\$2,600	92%
	Payment Standard	\$1,012	\$1,141	\$1,408	\$1,904	\$2,392	
76094	Small Area Fair Market Rent	\$840	\$950	\$1,170	\$1,590	\$1,990	100%
	Payment Standard	\$840	\$950	\$1,170	\$1,590	\$1,990	
76096	Small Area Fair Market Rent	\$840	\$950	\$1,170	\$1,590	\$1,990	100%
	Payment Standard	\$840	\$950	\$1,170	\$1,590	\$1,990	

**HOUSING CHOICE VOUCHER - DALLAS COUNTY ZIP CODES**

Zip Code	Dallas County	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	% of SAFMR
75038	Small Area Fair Market Rent	\$1,020	\$1,160	\$1,400	\$1,840	\$2,410	100%
	Payment Standard	\$1,020	\$1,160	\$1,400	\$1,840	\$2,410	
75060	Small Area Fair Market Rent	\$850	\$970	\$1,160	\$1,520	\$2,000	100%
	Payment Standard	\$850	\$970	\$1,160	\$1,520	\$2,000	
75061	Small Area Fair Market Rent	\$890	\$1,020	\$1,220	\$1,600	\$2,100	100%
	Payment Standard	\$890	\$1,020	\$1,220	\$1,600	\$2,100	
75063	Small Area Fair Market Rent	\$1,240	\$1,410	\$1,700	\$2,230	\$2,930	100%
	Payment Standard	\$1,240	\$1,410	\$1,700	\$2,230	\$2,930	
75224	Small Area Fair Market Rent	\$760	\$870	\$1,050	\$1,380	\$1,810	100%
	Payment Standard	\$760	\$870	\$1,050	\$1,380	\$1,810	

**SPECIAL NEEDS PROGRAMS - ARLINGTON**

Arlington	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	% of SAFMR
Area Wide Fair Market Rent	\$838	\$945	\$1,165	\$1,579	\$1,980	100%
Payment Standard	\$838	\$945	\$1,165	\$1,579	\$1,980	

# **ATTACHMENT B**

## **MEMORANDUM**

**TO:** AHA Board of Commissioners

**FROM:** Mindy Cochran, Executive Director/Secretary

**DATE:** October 21, 2020

**SUBJECT:** Resolution 21-03, Authorizing the Renewal of the Housing Assistance Payment Software from MRI Real Estate Software (formerly HAPPY Software, Inc.) for the Administration of the Housing Choice Voucher Program

### **BACKGROUND**

The Housing Choice Voucher program is the largest program administered by the Arlington Housing Authority (AHA), utilizing over \$33M in funding annually from the U.S. Department of Housing and Urban Development (HUD). Sophisticated software is required to manage this program to ensure annual audits are free of findings.

### **DISCUSSION**

In the 1998, the AHA solicited bids from qualified software companies to administer its HUD funded Housing Choice Voucher program. HAPPY Software, Inc. (HAPPY) was selected as the software contractors, and AHA began utilizing their Housing Pro software. AHA later added the iPad Mobile Inspections module to enhance our ability to efficiently manage our programs. It relies on the AHA iDIA software module already in place, fully integrating AHA's client database. AHA continued to renew agreements with HAPPY on an annual basis through Sole Source procurement.

Over the years, HAPPY has upgraded the software several times, each one resulting in an increase in the annual cost. In 2018, HAPPY was purchased by MRI Real Estate Software (MRI) and a large software upgrade was completed, along with the switch from data stored on physical servers to data stored in the cloud. This resulted in a large increase of annual cost over the last two years.

Housing Pro is proprietary software and only available / offered by MRI. While Housing Pro is not the only software available to manage housing programs, AHA has learned that MRI has purchased several other software providers including those that AHA would have considered as another option and those will be transitioned to the Housing Pro platform,

Our current agreement expires November 30, 2020, and our annual renewal amount is \$91,379.17, however, we are trying to negotiate a lower renewal rate. This year, we have been offered the option of signing a three (3) year agreement which would cap the annual increase at 5%, or a five (5) year agreement which would cap the annual increase at 3.5%. Either of these options would enable AHA to have better control of cost for the next several years.

### **RECOMMENDATION**

Based on the need for uninterrupted software services, AHA staff recommends the Board approve the annual renewal agreement for MRI Real Estate Software, with the option to include a three (3) year or five (5) year renewal option to help control annual increases.

**RESOLUTION 21-03**

**AUTHORIZING THE RENEWAL OF THE HOUSING ASSISTANCE PAYMENT SOFTWARE FROM MRI REAL ESTATE SOFTWARE (FORMERLY HAPPY SOFTWARE, INC.) FOR THE ADMINISTRATION OF THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS,** the Housing Authority of the City of Arlington is responsible for the administration and operation of the City of Arlington’s Housing Rehabilitation Program in accordance with the policies approved by the Housing Authority of the City of Arlington Board of Commissioners and adopted by the Arlington City Council; and

**WHEREAS,** the Housing Authority of the City of Arlington previously solicited bids from qualified software companies for administering its HUD funded Housing Choice Voucher program; and

**WHEREAS,** the current software agreement expires November 30, 2020; and

**WHEREAS,** the Housing Pro software is proprietary and only offered by MRI Real Estate Software.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ARLINGTON, TEXAS:**

**THAT** the executive director, or her designee, is hereby authorized to negotiate and execute a one (1) year, three (3) year or five (5) year contract renewal with MRI Real Estate Software enabling uninterrupted workflow for the Housing Choice Voucher program.

**PRESENTED AND PASSED** on this the 21<sup>st</sup> day of October, 2020, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the Board of Commissioners of the Housing Authority of the City of Arlington, Texas.

\_\_\_\_\_  
Stephanie Gillespie, Chair

ATTEST:

SEAL:

\_\_\_\_\_  
Mindy Cochran, Executive Director/Secretary

## **MEMORANDUM**

**TO:** Housing Authority of the City of Arlington Board of Commissioners

**FROM:** Mindy Cochran, Executive Director/Secretary

**SUBJECT:** Resolution 21-04, Authorizing Signatories to the Housing Authority of the City of Arlington Bank Accounts with Frost Bank

**DATE:** October 21, 2020

### **BACKGROUND**

The Housing Authority of the City of Arlington (AHA) maintains a two-party check signing policy which requires two signatories on its bank accounts. Due to the change in AHA Board of Commissioners' elected officers, it is necessary to update signatures on the AHA bank accounts to be effective October 28, 2020. A resolution is necessary to authorize Frost Bank to officially recognize signature changes of the AHA. This resolution authorizes the Executive Director/Secretary, the Housing Financial Manager, the Chair and Vice Chair of the Housing Authority Board of Commissioners as signatories on the AHA bank accounts. The Executive Director/Secretary and Housing Financial Manager will also be authorized to approve wire transactions initiated by either of these two parties or their designee, using a two-party system, where the user who initiates the wire cannot also approve it.

For daily operations, the Housing Financial Manager will be required to sign the checks along with the Executive Director/Secretary. In the presence of a business necessity where the Executive Director/Secretary or the Housing Financial Manager is unavailable to sign checks, the AHA Board Chair or Vice Chair may co-sign checks.

### **RECOMMENDATION**

The recent change in AHA Board of Commissioners' officers has created a business necessity for this resolution. Staff recommends that the Board of Commissioners of the Housing Authority of the City of Arlington approve the resolution authorizing banking signatories referenced herein to the Housing Authority of the City of Arlington bank accounts.

**RESOLUTION 21-04**

**A RESOLUTION AUTHORIZING SIGNATORIES TO HOUSING AUTHORITY OF THE CITY OF ARLINGTON BANK ACCOUNTS WITH FROST BANK**

**WHEREAS**, the Housing Authority of the City of Arlington has established a contract for banking services with Frost Bank effective July 1, 2018; and

**WHEREAS**, the current bank accounts with Frost Bank contains signatories of the Executive Director/Secretary, the Housing Financial Manager, and the Chair and Vice Chair of the Housing Authority of the City of Arlington’s Board of Commissioners; and

**WHEREAS**, due to a change in the Housing Authority of the City of Arlington’s Board of Commissioners officers, a revision to the existing authorized banking signatories is required, removing the previous Chair and Vice Chair and adding the newly elected Chair and Vice Chair, along with the Housing Financial Manager and Executive Director/Secretary effective October 28, 2020.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ARLINGTON, TEXAS:**

**THAT** effective October 28, 2020, the persons identified along with their corresponding signatures written below are those persons who are hereby authorized and empowered as authorized signatories to all bank accounts of the Housing Authority of the City of Arlington with Frost Bank until such time that Frost Bank has received a written notice that this authority, as to any or all of the persons whose names appear on this form, has been revoked:

- 1) Mindy Cochran, Executive Director/Secretary, and Borhan Uddin, Housing Financial Manager, are hereby authorized to sign all checks, drafts, and other instruments drawn on the bank accounts of the Housing Authority of the City of Arlington. Furthermore, the Executive Director/Secretary and Housing Financial Manager are authorized to approve wire transactions.

Mindy Cochran, Executive Director/Secretary

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

Borhan Uddin, Housing Financial Manager

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

- 2) In the presence of a business necessity where either the Executive Director/Secretary or Housing Financial Manager is unable to sign checks, the Housing Authority of the City of Arlington’s Board of Commissioner’s Chair, Stephanie Gillespie, or Vice Chair, Jeffery Hobohm, is authorized to co-sign Housing Authority of the City of Arlington issued checks.

Stephanie Gillespie, Chair

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

Jeffery Scott Hobohm, Vice Chair

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

**PRESENTED AND PASSED** on this 21<sup>st</sup> day of October 2020, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the Board Meeting of the Commissioners of the Housing Authority of the City of Arlington, Texas.

\_\_\_\_\_  
Stephanie Gillespie, Chair

ATTEST:

SEAL:

\_\_\_\_\_  
Mindy Cochran, Executive Director/Secretary

**VI.  
PROGRAM REPORTS**

# HOUSING REHABILITATION PROGRAM - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

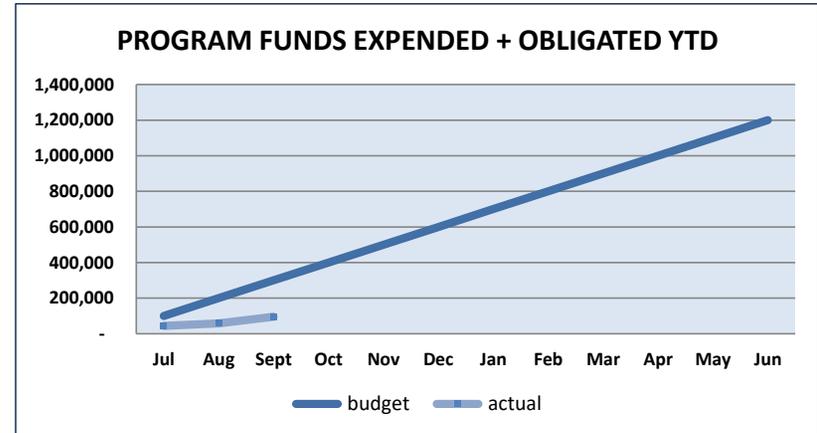
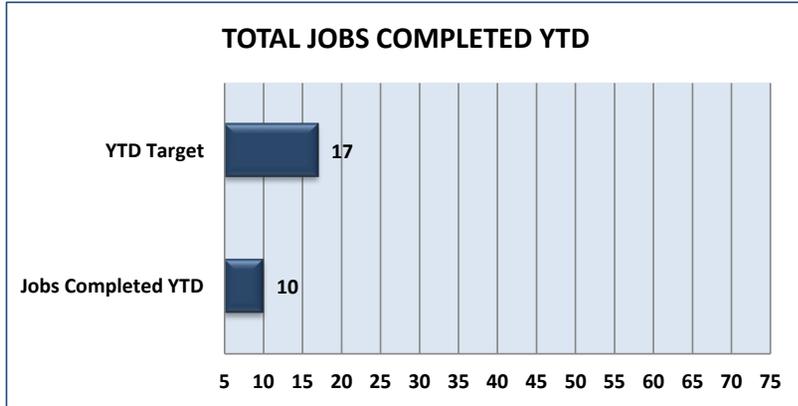
**GRANT PERIOD:** JULY 1, 2020 thru JUNE 30, 2021

JOB STATUS	
Applications in Process (Eligibility)	16
Applicants on the Waiting List	126
Jobs in Progress / Pending Completion	2
Average Amount Expended Per Job YTD	\$ 3,950

PROJECT TYPE				
Type	Allocation	Monthly	YTD	% Goal Met
Emergency	36	2	9	25%
ABR	7	0	1	14%
Full	23	0	0	0%
<b>Total</b>	<b>66</b>	<b>2</b>	<b>10</b>	<b>15%</b>

BUDGET AUTHORITY						
Budget allocation includes \$1.2MM current year funding plus \$674K in prior year funding.						
Type	Budget Allocation	Monthly Expense	Expended YTD	Funds Obligated	Unobligated Balance	% Exp + Oblg YTD
<b>Admin</b>	<b>676,576</b>	<b>16,404</b>	<b>47,275</b>	-	<b>629,302</b>	<b>7.0%</b>
Emergency	277,278	11,808	34,601	8,697	233,980	15.6%
ABR	132,278	-	4,896	-	127,382	3.7%
Full	788,134	-	-	-	788,134	0.0%
<b>Rehab</b>	<b>1,197,691</b>	<b>11,808</b>	<b>39,497</b>	<b>8,697</b>	<b>1,149,497</b>	<b>4.0%</b>

<b>Total Program</b>	<b>1,874,267</b>	<b>28,212</b>	<b>86,772</b>	<b>8,697</b>	<b>1,778,798</b>	<b>5.1%</b>
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Customer Satisfaction Survey

RECEIVED

# Arlington Housing Authority



501 W. Sanford Street, Suite 20  
Arlington, Texas 76011-7092

AHA TX433

The Arlington Housing Authority requests your help. Please complete the following Customer Satisfaction Survey based on the project we recently completed for your home. Thank you for your time.

<b>Homeowner Name:</b> June R. Manning	<b>Project Number:</b> 20EMR G-02A	<b>Project Number Name:</b> Emergency Repair Grant - HVAC Replacement
<b>General Contractor:</b> B&R Contractors, Inc.	<b>Date Completed:</b> July 31, 2020	<b>Address:</b> 210 Moss Hill Drive, Arlington, TX 76018-4019

**Please rate the following items on a scale of 1 to 5, with (1) being dissatisfied/unhappy with services received, and (5) being very satisfied with the housing rehabilitation services received.**

A. Quality of Construction Workmanship	1	2	3	4	5
B. Quality of Materials Used in Construction	1	2	3	4	5
C. Professionalism / Courtesy of General Contractor	1	2	3	4	5
D. Professionalism / Courtesy of Sub- contractors	1	2	3	4	5
E. Length of Time Contractor Took to Complete Work	1	2	3	4	5
F. Professional Assistance Provided by City Staff	1	2	3	4	5
G. Overall Satisfaction with Housing Rehab Program	1	2	3	4	5

Please describe any specific concerns or recommendations regarding the program below. Use the back of the page as necessary. Thank you for your time and input.

Everything was fine. Great svc also from first persons that came out and couldn't repair. THANKS

Thank you very much for taking the time to complete this survey. Your feedback is valued and very much appreciated!

**Please return the survey in the enclosed postage-paid envelope to:**  
Attn: Mindy Cochran  
Executive Director of the  
Arlington Housing Authority  
501 W. Sanford, Suite 20  
Arlington, Texas 76011-7092

Customer Satisfaction Survey

# Arlington Housing Authority



501 W. Sanford Street, Suite 20  
Arlington, Texas 76011-7092

The Arlington Housing Authority requests your help. Please complete the following Customer Satisfaction Survey based on the project we recently completed for your home. Thank you for your time.

**Homeowner Name:** June R. Manning      **Project Number:** 20EMR G-02      **Project Number Name:** Emergency Repair Grant - Initial Inspection

**General Contractor:** Assured Mechanical Solutions LLC      **Date Completed:** July 31, 2020      **Address:** 210 Moss Hill Drive, Arlington, TX 76018-4019

Please rate the following items on a scale of 1 to 5, with (1) being dissatisfied/unhappy with services received, and (5) being very satisfied with the housing rehabilitation services received.

	1	2	3	4	5
A. Quality of Construction Workmanship					5
B. Quality of Materials Used in Construction					5
C. Professionalism / Courtesy of General Contractor					5
D. Professionalism / Courtesy of Sub- contractors					5
E. Length of Time Contractor Took to Complete Work					5
F. Professional Assistance Provided by City Staff					5
G. Overall Satisfaction with Housing Rehab Program					5

Please describe any specific concerns or recommendations regarding the program below. Use the back of the page as necessary. Thank you for your time and input.

Everything went very well. I am very satisfied and grateful for the service the City of Arlington has rendered to me. I dealt with very cold & hot weather in my home. You all solved the problem. Thank you very much for taking the time to complete this survey. Your feedback is valued and very much appreciated!

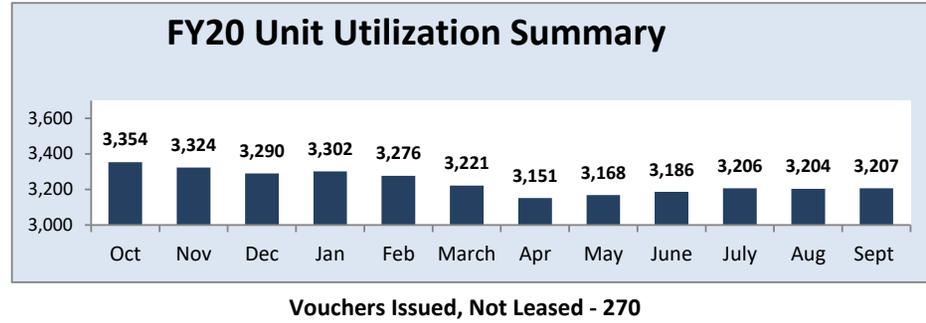
Thank you

Please return the survey in the enclosed postage-paid envelope to:  
Attn: Mindy Cochran  
Executive Director of the  
Arlington Housing Authority  
501 W. Sanford, Suite 20  
Arlington, Texas 76011-7092

# HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

UNIT UTILIZATION		
Program	Allocated	Leased This Month
HCV	3,456	2,931
Non-Elderly Disabled	175	154
Homeownership	27	27
Family Unification	11	10
Port Out	44	44
Tenant Protection	31	31
VASH	10	10
Mainstream	65	47
<b>Total</b>	<b>3,819</b>	<b>3,254</b>



### SEMAP INDICATOR 13 - CY UTILIZATION

Calendar Year 2019	Units	HAP
Utilization	91.30%	105.25%
<b>Final Points</b>		<b>20</b>

Calendar Year 2020 YTD	Units	HAP
Current Utilization	85.43%	95.42%
Last 3 Months	85.21%	95.06%
Projected Utilization	85.82%	94.26%
<b>Projected Points</b>		<b>15</b>

### SEMAP GOAL

≥ 98% in either category = 20 Points

95% - 97% in either category = 15 Points

### CY20 HAP EXPENDITURES

Program	Expended This Month	CY 2020 YTD	CY 2020 Projection
HCV	\$ 2,222,131	\$ 19,234,826	\$ 25,423,958
Non-Elderly Disabled	100,313	907,640	1,210,187
Homeownership	23,422	196,572	336,981
Family Unification	8,908	74,641	99,521
Port Out	52,733	914,149	1,218,865
Tenant Protection	18,634	161,845	215,793
VASH	6,297	50,146	66,861
HAP After 1st	24,204	142,112	189,483
Mainstream	34,455	270,442	360,589
<b>Total</b>	<b>\$ 2,491,097</b>	<b>\$ 21,952,373</b>	<b>\$ 29,122,239</b>

### HAP FUNDING INFORMATION

CY 2020 Initial HAP BA Funding	\$ 30,895,508
Cash-Supported Prior YE Reserves Income	74,550
Mainstream Funding	270,442
<b>Total Available HAP Funding</b>	<b>\$ 31,240,500</b>

### FY20 PORT IN ACTIVITY

Leased Units	3	Monthly Expense	1,380
Expenses YTD	149,766.00	Reimbursed YTD	152,819

## HOUSING CHOICE VOUCHERS ACTIVITIES - SEPTEMBER 2020

### ARLINGTON HOUSING AUTHORITY

CATEGORY	SEMAP INDICATOR	CURRENT MONTH	COMPLETED	COMPLETION RATE	YEAR TO DATE	YEAR TO DATE COMPLETED	YEAR TO DATE COMPLETION RATE	SEMAP GOAL
Annual Reexaminations	9	283	260	92%	2,978	2,681	90%	95%
Interim Adjustments	NA	272	110	40%	3,705	2,541	69%	NA

CATEGORY	SEMAP INDICATOR	REVIEWED THIS MONTH	TOTAL ACCURATE	ACCURACY RATE	REVIEWED YEAR TO DATE	ACCURATE YEAR TO DATE	YEAR TO DATE ACCURACY RATE	SEMAP GOAL
Determination of Adjusted Income	3	52	52	100%	482	372	77%	90%
Correct Tenant Rent Calculations	10	52	51	98%	482	381	79%	98%
Pre-Contract HQS Inspections	11	<b>Rolling 12-Month Total</b>			500	499	100%	98%

CATEGORY	SEMAP INDICATOR	MONTHLY GOAL	COMPLETED	COMPLETION RATE	YEAR TO DATE GOAL	YEAR TO DATE COMPLETED	YEAR TO DATE COMPLETION RATE	SEMAP GOAL
Quality Control Inspections	5	4	0	0%	48	24	50%	98%
Annual HQS Inspections	12	109	116	106%	1,592	1,520	95%	95%

	Oct	Nov	Dec	Jan	Feb	Mar
Residency and Working	2,594	2,634	2,651	2,564	2,294	1,405
Total on Waiting List	14,617	14,879	14,893	14,789	14,516	13,619

	Apr	May	Jun	Jul	Aug	Sept
Residency and Working	1,105	705	206	2,075	1,770	1,697
Total on Waiting List	13,313	12,897	12,395	15,657	15,356	15,225

## INSPECTIONS REPORT (ALL PROGRAMS) - SEPTEMBER 2020

### ARLINGTON HOUSING AUTHORITY

#### New Admissions / Port Move Ins

Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	FY20 YTD	FY19 YTD	% Change
Housing Choice Voucher	25	42	36	31	16	20	51	73	79	96	84	124	677	952	-29%

#### Annual Reexaminations

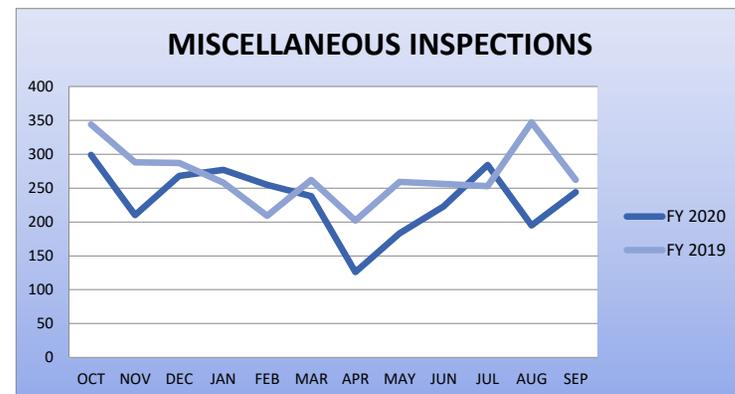
Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	FY20 YTD	FY19 YTD	% Change
Housing Choice Voucher	147	92	131	147	134	111	97	104	157	150	117	116	1503	1398	8%
Irving (Enhanced Voucher)	0	7	0	4	0	1	2	1	0	0	0	0	15	8	88%
Arlington (Enhanced Voucher)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Dallas Voucher	0	0	0	0	0	0	0	0	0	2	0	0	2	13	0%
<b>Total</b>	<b>147</b>	<b>99</b>	<b>131</b>	<b>151</b>	<b>134</b>	<b>112</b>	<b>99</b>	<b>105</b>	<b>157</b>	<b>152</b>	<b>117</b>	<b>116</b>	<b>1520</b>	<b>1419</b>	<b>7%</b>

#### Miscellaneous

Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	FY20 YTD	FY19 YTD	% Change
Other Change of Unit	36	35	43	50	41	57	37	41	54	37	38	31	500	450	11%
Re-inspections	187	123	171	153	150	148	78	123	139	198	117	177	1764	1989	-11%
Special Request (Tenant/Landlord/COA/AHA)	39	24	22	32	36	13	8	17	26	38	22	26	303	445	-32%
No Shows	33	18	20	29	26	20	3	2	4	11	18	10	194	307	-37%
HHSP Inspections	4	10	12	13	2	0	0	0	0	0	0	0	41	49	-16%
<b>Total</b>	<b>299</b>	<b>210</b>	<b>268</b>	<b>277</b>	<b>255</b>	<b>238</b>	<b>126</b>	<b>183</b>	<b>223</b>	<b>284</b>	<b>195</b>	<b>244</b>	<b>2802</b>	<b>3240</b>	<b>-14%</b>

#### TOTAL INSPECTIONS

471	351	435	459	405	370	276	361	459	532	396	484	4999	5611	-11%
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# INTEGRITY REPORT - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

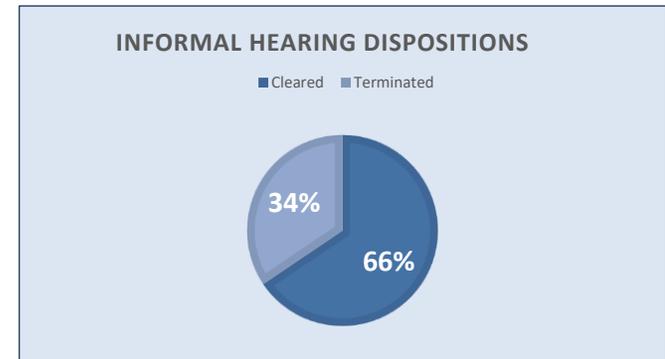
Investigations	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	FY20 YTD	FY19 YTD	% Change
Unauthorized Residents	1	0	0	0	3	3	0	0	0	0	0	0	7	23	-70%
Unreported Income	4	2	0	3	1	4	1	0	0	0	0	0	15	183	-92%
Other Violations	2	1	2	1	0	0	0	0	0	0	0	0	6	10	-40%
<b>Total</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>216</b>	<b>-87%</b>

Investigation Dispositions	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	F20 YTD*	FY19 YTD	% Change
Cleared	0	0	0	2	0	0	1	0	0	0	0	0	3	62	-95%
Termination Recommended	7	3	2	2	4	7	0	0	0	0	0	0	25	153	-84%
<b>Total</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>215</b>	<b>-87%</b>

\*Pending cases: -

Informal Hearing	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	FY20 YTD	FY19 YTD	% Change
Cleared	5	8	10	3	7	7	0	0	0	0	0	0	40	107	-63%
Terminated	6	6	5	4	0	0	0	0	0	0	0	0	21	51	-59%
<b>Total</b>	<b>11</b>	<b>14</b>	<b>15</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>158</b>	<b>-61%</b>

Repayments	Current Month	FY20 Year To Date	FY20 Anticipated
Unreported Income	\$ 2,528	\$ 30,977	\$ 25,000
Other	\$ -	-	-
<b>Total</b>	<b>\$ 2,528</b>	<b>\$ 30,977</b>	<b>\$ 25,000</b>



# HOMELESS PROGRAMS STATUS REPORT - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

SPC - EXPANSION - 2020			May 1, 2020 - April 30, 2021			Unit Utilization		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Allocation	YTD Actual	YTD %
Direct Services	304,980	27,428	143,387	47%	161,593	32	35	109%
Administration	23,743	711	2,026	9%	21,717	384	167	43%
<b>Total</b>	<b>328,723</b>	<b>28,139</b>	<b>145,413</b>	<b>44%</b>	<b>183,310</b>	<b>% Grant Period Completed</b>		<b>42%</b>

RAPID REHOUSING - 2019			October 1, 2019 - September 30, 2020			Unit Utilization		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Allocation	YTD Actual	YTD %
Direct Services	297,339	25,452	272,874	92%	24,465	26	36	138%
Administration	27,862	19,450	27,862	100%	0	312	298	96%
Supportive Services	28,499	3,334	28,498	100%	1	<b>% Grant Period Completed</b>		<b>100%</b>
<b>Total</b>	<b>353,700</b>	<b>48,237</b>	<b>329,235</b>	<b>93%</b>	<b>24,465</b>			

NURSE FAMILY PARTNERSHIP			October 1, 2016 - September 30, 2021			Assisted Clients (5 Year Grant)		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Allocation	YTD Actual	% to Date
Direct Services	172,320	871	82,291	48%	90,029	20	11	55%
Administration	16,560	90	10,283	62%	6,277	<b>240</b>	<b>11</b>	<b>5%</b>
<b>Total</b>	<b>188,880</b>	<b>960</b>	<b>92,574</b>	<b>49%</b>	<b>96,306</b>	<b>% Grant Period Completed</b>		<b>80%</b>

TBRA - 2019			July 1, 2019 - December 31, 2021			Unit Utilization		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Allocation	YTD Actual	YTD %
Direct Services	600,000	44,124	370,941	62%	229,059	33	62	188%
Administration	10,000	-	10,000	100%	-	396	533	135%
<b>Total</b>	<b>610,000</b>	<b>44,124</b>	<b>380,941</b>	<b>62%</b>	<b>229,059</b>	<b>% Grant Period Completed</b>		<b>50%</b>

# HOMELESS PROGRAMS STATUS REPORT - SEPTEMBER 2020

## ARLINGTON HOUSING AUTHORITY

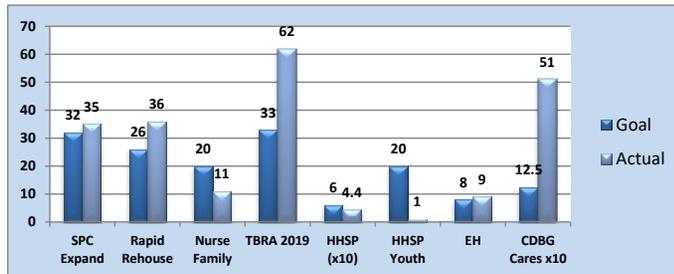
HHSP - 2019			September 1, 2019 - August 31, 2020			Assisted Households		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Goal	YTD Actual	YTD %
Administration	10,330	-	10,330	10,330	-	60	44	73%
Case Management	45,757	-	45,757	45,757	-	% Grant Period Completed		100%
Homelessness Prevention	102,257	-	102,256	102,256	-			
Homeless Assistance	41,542	542	40,970	40,970	572			
<b>Total</b>	<b>199,886</b>	<b>542</b>	<b>199,313</b>	<b>100%</b>	<b>572</b>			

HHSP19 - YOUTH			September 1, 2019 - February 28, 2021			Assisted Households		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Goal	YTD Actual	YTD %
Administration	3,059	-	1,445	47%	1,614	20	1	5%
Case Management	12,238	420	4,365	36%	7,873	% Grant Period Completed		72%
Essential Services	3,059	-	-	-	3,059			
Homelessness Assistance	42,833	1,666	6,397	15%	36,436			
<b>Total</b>	<b>61,189</b>	<b>2,086</b>	<b>12,206</b>	<b>20%</b>	<b>48,983</b>			

Ending Homelessness			December 1, 2019 - November 30, 2020			Assisted Households		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Goal	YTD Actual	YTD %
Administration	1,757	45	1,117	64%	640	8	9	113%
Case Management	7,378	-	7,372	100%	6	% Grant Period Completed		83%
Homelessness Assistance	26,000	1,370	19,690	76%	6,310			
<b>Total</b>	<b>35,135</b>	<b>1,414</b>	<b>28,179</b>	<b>80%</b>	<b>6,956</b>			

Eviction Prevention - 2020			May 26, 2020 - May 26, 2021			Unit Utilization		
Line Item	Budget	Monthly Exp	Cumulative	% Expensed	Balance	Allocation	YTD Actual	YTD %
Direct Services - Hap	235,264	15,843	158,917	68%	76,347	125	51	41%
Case Management	24,736	5,630	35,884	145%	(11,148)			
Administration	39,730	964	2,097	5%	37,633	% Grant Period Completed		42%
<b>Total</b>	<b>299,730</b>	<b>22,437</b>	<b>196,898</b>	<b>66%</b>	<b>102,832</b>			

### HOMELESS PROGRAM UTILIZATION YTD



PROGRAM KEY	
SPC Expansion	Assist chronically homeless and disabled clients
Rapid Rehousing	Permanent housing for homeless individuals and families
Nurse Family	Housing for pregnant + homeless
TBRA	24-month transitional housing funded by City HOME grant
HHSP	Assistance to homeless and at risk of being homeless
HHSP Youth	Assistance to homeless youth and youth at risk of being homeless
Ending Homelessness (EH)	Assistance to homeless and at risk of being homeless
Eviction Prevention (CDBG Care)	Assistance to At Risk of Being Homeless

# FSS Program Quarterly Report

Quarter 3: July- September 2020

## Participation



## Escrow



71 Escrow Accounts



0 Graduates Received Escrow



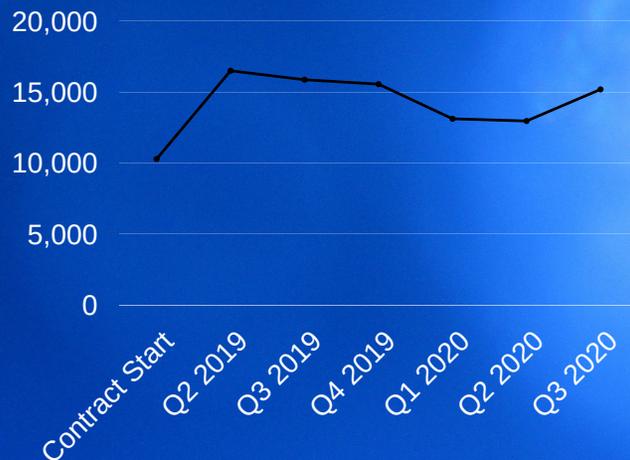
Average Received: \$0



## Interim Disbursements

No requests this quarter.

## Average Earned Income



## Events



### Virtual Life Skills Classes:

Center for Transforming Lives, Workforce Solutions,  
The Women's Center, Pathfinders of Tarrant County,  
Housing Channel

**39%**

Unemployment Rate

**VII.**  
**MISCELLANEOUS**

# UTILITY ALLOWANCES

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type				Date (mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Single Family - ARLINGTON</b>				<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	4	5	6	8	9	11	13
	b. Bottle Gas							
	c. Electric	8	11	16	19	22	27	31
	d. Oil / Coal / Other							
Cooking	a. Natural Gas	1	2	3	3	4	4	5
	b. Bottle Gas							
	c. Electric	2	3	4	5	6	7	8
	d. Other							
Other Electric		13	18	23	29	36	42	47
Air Conditioning		10	15	19	23	29	34	38
Water Heating	a. Natural Gas	3	4	6	8	9	11	13
	b. Bottle Gas							
	c. Electric	8	13	16	19	22	29	32
	d. Oil / Coal / Other							
Water		12	14	20	26	31	37	45
Sewer		18	22	32	41	51	60	70
Trash Collection		15	15	15	15	15	15	15
Range/Microwave		10	10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10	10
Other - Atmos CC		19	19	19	19	19	19	19
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service		per month cost
Complete below for the actual unit rented.						Heating		\$
Name of Family						Cooking		
						Other Electric		
						Air Conditioning		
						Water Heating		
Address of Use						Water		
						Sewer		
						Trash Collection		
						Range/Microwave		
						Refrigerator		
						Other		
Number of Bedrooms						Total		\$

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Multi-Family/Duplex-ARLINGTON</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas						
	c. Electric	7	9	12	15	18	22
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		8	12	16	19	23	27
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		12	14	20	26	31	37
Sewer		18	22	32	41	51	60
Trash Collection		15	15	15	15	15	15
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		19	19	19	19	19	19
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
						Water Heating	
Address of Use						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
Number of Bedrooms							
						Total	

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Mobile Homes-ARLINGTON</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	5	6	8	10	12	14
	b. Bottle Gas						
	c. Electric	10	14	19	23	27	34
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		13	18	24	30	35	43
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		12	14	20	26	31	37
Sewer		18	22	32	41	51	60
Trash Collection		15	15	15	15	15	15
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		19	19	19	19	19	19
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
						Water Heating	
Address of Use						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
Number of Bedrooms							
						Total	

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Single Family - TARRANT CO</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	4	5	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	11	16	19	22	27
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		10	15	19	23	29	34
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		15	18	24	32	40	49
Sewer		11	18	29	40	51	62
Trash Collection		18	18	18	18	18	18
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		19	19	19	19	19	19
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
Address of Use						Water Heating	
						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
Number of Bedrooms						Other	
						Total	

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Multi Family/Duplex - TARRANT CO</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas						
	c. Electric	7	9	12	15	18	22
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		8	12	16	19	23	27
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		15	18	24	32	40	49
Sewer		11	18	29	40	51	62
Trash Collection		18	18	18	18	18	18
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		19	19	19	19	19	19
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
						Water Heating	
Address of Use						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
Number of Bedrooms							
						Total	

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Single Family - DALLAS</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	4	5	5	8	9	11
	b. Bottle Gas						
	c. Electric	8	11	16	19	22	27
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		10	15	19	23	29	34
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		7	9	13	21	29	37
Sewer		10	16	26	37	48	58
Trash Collection		31	31	31	31	31	31
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		21	21	21	21	21	21
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
						Water Heating	
Address of Use						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
Number of Bedrooms							
						Total	

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Locality		Age		Unit Type			Date(mm/dd/yyyy)
<b>Arlington Housing Authority</b>		<b>Mixed Age</b>		<b>Multi Family/Duplex - DALLAS</b>			<b>1/1/2021</b>
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas						
	c. Electric	7	9	12	15	18	22
	d. Oil / Coal / Other						
Cooking	a. Natural Gas	1	2	3	3	4	4
	b. Bottle Gas						
	c. Electric	2	3	4	5	6	7
	d. Other						
Other Electric		13	18	23	29	36	42
Air Conditioning		8	12	16	19	23	27
Water Heating	a. Natural Gas	3	4	6	8	9	11
	b. Bottle Gas						
	c. Electric	8	13	16	19	22	29
	d. Oil / Coal / Other						
Water		7	9	13	21	29	37
Sewer		10	16	26	37	48	58
Trash Collection		31	31	31	31	31	31
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	10	10	10	10
Other - Atmos CC		21	21	21	21	21	21
<b>Actual Family Allowances</b> To be used by the family to compute allowance.						Utility or Service	\$ Per Month
Complete below for the actual unit rented.						Heating	
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
						Water Heating	
Address of Use						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
Number of Bedrooms							
						Total	

**Housing Authority of the  
City of Arlington**

**Meeting Calendar**

*Meetings held at 6:00 pm  
unless otherwise noted*



**October 21, 2020 (*via call*)**

**November 18, 2020**

**December 16, 2020**

**January 20, 2021**

**February 17, 2021**

**March 17, 2021**

**April 21, 2021**

**May 19, 2021**

**June 16, 2021**

**July 21, 2021**

**August 18, 2021**

**September 15, 2021**

## PROGRAM GLOSSARY

<b>AAF</b>	Annual Adjustment Factor - Published by HUD and used to compute annual rent adjustment	<b>HQS</b>	Housing Quality Standards
<b>ADA</b>	Americans with Disabilities Act	<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>AHAP</b>	Arlington Homebuyer Assistance Program	<b>IG</b>	Inspector General (HUD)
<b>ANFP</b>	Arlington Nurse Family Partnership	<b>IRA</b>	Individual Retirement Account
<b>AYBRP</b>	Amy Young Barrier Removal Program	<b>IRS</b>	Internal Revenue Service
<b>CDBG</b>	Community Development Block Grant	<b>JTPA</b>	Job Training Partnership Act
<b>CFR</b>	Code of Federal Regulations, commonly referred to as “the regulations”	<b>MSA</b>	Metropolitan Statistical Area (established by U. S. Census)
<b>CoC</b>	Continuum of Care	<b>NOFA</b>	Notice of Funding Availability
<b>CPI</b>	Consumer Price Increase. Published monthly by the Department of Labor as an inflation indicator	<b>NSP</b>	Neighborhood Stabilization Program
<b>CR</b>	Contract Rent	<b>OMB</b>	Office of Management and Budget
<b>DADS</b>	Department of Aging and Disabilities Services	<b>PASS</b>	Plan for Achieving Self-Sufficiency
<b>EHAC</b>	Emergency Housing Assistance Corporation	<b>PHA</b>	Public Housing Agency
<b>EIV</b>	Earned Income Verification	<b>PMSA</b>	Primary Metropolitan Statistical Area
<b>EOHP</b>	Equal Opportunities Housing Plan	<b>PS</b>	Payment Standard
<b>EPP</b>	Eviction Prevention Program	<b>PSH</b>	Permanent Supportive Housing (formerly SPC)
<b>ESG</b>	Emergency Solutions Grant	<b>QC</b>	Quality Control
<b>FDIC</b>	Federal Deposit Insurance Corporation	<b>RFTA</b>	Request for Tenancy Approval
<b>FHA</b>	Federal Housing Administration	<b>RFP</b>	Request for Proposals
<b>FICA</b>	Federal Insurance Contributions Act (Social Security Taxes)	<b>RIGI</b>	Regional Inspector General for Investigation
<b>FMR</b>	Fair Market Rent	<b>ROSS</b>	Resident Opportunity & Self Sufficiency
<b>FY</b>	Fiscal Year	<b>RRHP</b>	Rapid Re-Housing Program
<b>FYE</b>	Fiscal Year End	<b>SEMAP</b>	Section Eight Management Assessment Program
<b>GAO</b>	Government Accounting Office	<b>SHP</b>	Supportive Housing Program
<b>GR</b>	Gross Rent	<b>SMSA</b>	Standard Metropolitan Statistical Area
<b>HAP</b>	Housing Assistance Payment	<b>SPC</b>	Shelter Plus Care
<b>HCV</b>	Housing Choice Voucher	<b>SRO</b>	Single Room Occupancy
<b>HCDA</b>	Housing and Community Development Amendments of 1981	<b>SSA</b>	Social Security Administration
<b>HMO</b>	Housing Management Office (in HUD Field Office)	<b>TBRA</b>	Tenant Based Rental Assistance
<b>HHSP</b>	Homeless Housing and Services Program	<b>TR</b>	Tenant Rent
<b>HOME</b>	HOME Investment Partnership Program	<b>TTP</b>	Total Tenant Payment
		<b>UA</b>	Utility Allowance
		<b>UR</b>	Utility Reimbursement Payment
		<b>VASH</b>	Veterans Affairs Supportive Housing
		<b>WIA</b>	Workforce Investment Act

**VIII.  
ADJOURNMENT**