

CITIZEN PARTICIPATION PLAN

and Advisory Committee Procedures for Funding Proposals



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EQUAL HOUSING OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER

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Introduction

What is Community Development?

The Department of Community Development was established by the City Commission in 1972. It originated as the Sioux Falls Housing and Urban Renewal Office in 1968. Community Development, or CD, is a department of City Government.

Citizen Participation is an important part of the Community Development Program. It is a local effort to meet local needs and is guided and administered by an advisory committee and the CD office. Citizen input is sought for the planning and execution of the Community Development Program. The Mayor maintains final approval for allocation of all funds.

Objectives of the CDBG Program

The primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, primarily for persons of low and moderate income. Not less than 70 percent of the CDBG funds received shall be used for activities that benefit persons of low and moderate income. Funds also may be used for activities which aid in the prevention and elimination of slums or blight or activities designed to meet Community Development needs having a particular urgency.

The local objective is to provide all low- and moderate-income persons in Sioux Falls the opportunity to benefit from the CDBG Program. It is the expressed intent of the City of Sioux Falls that the program respond to those needs which are identified by the citizens of Sioux Falls and are consistent with the provisions of the federal rules and regulations.

Objectives of the HOME Program

The HOME Investment Partnerships Program allocates funds to expand the supply of decent, safe, sanitary, and affordable housing for very low-income and low-income families. HOME funds must be matched by 25 percent of nonfederal resources. Funds may be used for acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance.

Section I—Citizen Participation Plan

Community Development Advisory Committee

The Community Development Advisory Committee is composed of ten appointed members and one ex-officio member from the Sioux Falls School Board (nonvoting member). The CD Advisory Committee monitors the development and execution of the CDBG and HOME programs. Members of the committee serve without pay for staggered three-year terms. The Mayor, with advice and consent of the City Council, makes appointments to the committee which provide representation from varying geographic, age, economic, racial, and political backgrounds. Elected public officials or employees of the City may not serve as regular voting members. The committee usually meets on the fourth Wednesday of each month. Some meetings may be cancelled if no proposals are received for review or business scheduled. Additional meetings will be scheduled during the review period for the Annual Plan. Contact Community Development for information concerning meeting schedules.

Public Hearings

The Community Development Advisory Committee will hold at least three public hearings prior to the submission of the annual application for federal funds. All notices will be published in the *Argus Leader* and will encourage the participation of low-income persons.

Notices will be mailed to the organizations with which Community Development networks requesting that these organizations encourage their clients/members to participate in the public hearings. Additional advertising and outreach methods will be utilized to encourage the participation and representation of all low-income persons and groups.

The notice for the first public hearing will inform the citizens of the amount of CDBG and HOME funds and program income estimated to be available for the next program year, the range of activities that may be undertaken with those funds, the estimated amount of those funds that will be used for activities that will benefit low- and moderate-income persons, and the deadline for submitting application.

The first two public hearings will be held to obtain the views and opinions of the citizens of Sioux Falls on the Community Development needs and the performance of the Community Development Block Grant and HOME Programs. To accommodate public participation, one meeting will be held in the afternoon and a second meeting will be held in the evening.

Persons/entities who have submitted applications for funding for projects or activities for the next program year may be asked to make presentations to the

Community Development Advisory Committee. An Annual Plan and a Five-year Consolidated Plan will be prepared from input received from the citizens and the recommendations from the Community Development Advisory Committee. The Annual Plan and the Five-year Consolidated Plan will be published for public comment for a period of 30 days.

The third public hearing will be held during the 30-day comment period and will allow persons the opportunity to make public comments on the proposed Annual Plan and the Five-year Consolidated Plan.

Additional public hearings may be held with residents, especially those of low income, to hear their views, comments, or suggestions when CDBG and HOME activities are proposed to take place in their neighborhood.

Amended Annual Plan

The Annual Plan will be amended whenever a substantial change occurs and will be subject to Public Hearings. A substantial change will be defined as any one of the following:

1. A change in the National Objective.
2. When an activity previously described in the Annual Plan will not be carried out.
3. When a new activity is proposed that is not currently identified in the Annual Plan.
4. A change in the location of the activity.
5. A change in the scope of work of the activity.
6. A change in the purpose of the activity.
7. A change of more than 10 percent of the total anticipated amount of funds to be available for the entire program.
8. A 50 percent change in the type of beneficiaries for an activity.
9. When the amount of funding committed to a project exceeds 25 percent of the original amount awarded.

The City will consider all comments and views from citizens received in writing or orally at public hearings in preparing the substantial amendment. A summary of any comments or views not accepted and the reasons therefore shall be attached to the substantial amendment.

Communication Assistance

The City will request that citizens notify Community Development at least 48 hours in advance of public hearings of any special accommodations that will be needed, including but not limited to interpretive services, for individuals to participate. The City will try to provide accommodations for all requests.

Dissemination of Information

A notice of the CD Advisory Committee meeting is posted on the Community Development website.

Printed reports, brochures, and notices are prepared for free distribution to the Public.

The electronic and printed media periodically interviews CD staff regarding Community Development Activities.

Presentations on CDBG programs are given by Community Development staff to various groups upon request.

Eligible Activities

CDBG Program

Housing Rehabilitation
Code Enforcement
Historic Preservation
Renovation of Closed Buildings
Acquisition
Public Facilities and Improvements
Clearance Activities
Public Service
Removal of Architectural Barrier
Special Economic Development
Activities

HOME Program

Homebuyers Assistance
New Construction of Housing
Tenant-based Rental Assistance
Community Development Housing
Organizations

Anti-displacement Policy

The City will discourage projects that involve the displacement of persons. If displacement of persons does occur in a project for which relocation assistance is required, the City will make provisions for the appropriate assistance as established by federal regulations.

Technical Assistance

CD staff will be happy to answer any questions and provide assistance in the development of proposals and any other assistance needed through the completion of a project.

Types of Assistance Available

Grant..... No payback

No interest deferred loan Lien on property due upon sale, transfer, or noncompliance of the agreement

Low- or no-interest loans Monthly or annual payments

Community Development will not provide funding for normal operating expense, such as office supplies or equipment. All capital improvement projects will require a payback.

It is the policy of the Advisory Committee to limit public service projects to no more than \$5,000 after the initial start-up year.

Appeals Procedures

If you have a complaint related to the consolidated plan, amendments to the consolidated plan, or the performance report; or if your proposal is rejected for funding by the Community Development Advisory Committee, you may appeal or file a complaint in the following manner. Such complaints/appeals should be submitted in writing to the Director of Community Development, Community Development Department, 235 West Tenth Street, Sioux Falls, SD 57104-6302. The Community Development staff will respond to your complaint or arrange to have a meeting with the Community Development Advisory Committee and all interested parties within fifteen (15) working days, where practicable.

Conflict of Interest Policy

The federal government's general rule is that no persons who exercise or have exercised any functions or responsibilities with respect to CDBG or HOME activities, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG/HOME assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG/HOME assisted activity, or with respect to the proceeds of the CDBG/HOME assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

If a member of the Community Development Advisory Committee or a staff member of Community Development has a conflict of interest with a proposed project or an approved project, they will notify the Committee in writing of the conflict of interest and the specifics of the conflict. At a minimum, the individual with the conflict of interest will leave the committee's meeting during any discussions or actions concerning that project and will refrain from any discussions concerning the project or the project's host organization with all committee members.

Other actions may be necessary depending upon the nature of the conflict of interest situation. Community Development will review and research all reported conflicts, and will advise the Advisory Committee of appropriate actions in each case.

Section II—Project Funding

Procedures for Funding Proposals

In the spring of each year, a notice will be published in the local paper, the *Argus Leader*, requesting applications for CDBG and HOME assistance for the following year. The notice will include the range of activities that may be undertaken with the CDBG and/or HOME funds and the deadline for submitting applications to receive funding for the next program year. All eligible projects and activities must meet one of the three national objectives of the program which are: 1) benefit to low- and moderate-income persons, 2) addressing slums and blight, or 3) meeting a particular urgent community development need. All applications must be completed in their entirety and accurately describe the activity and/or project for which funds are requested.

The Community Development Advisory Committee will make recommendations based on several factors including: meeting a national objective of the program, whether the proposed project or activity is an eligible activity, availability of funding, the total amount of the funding requested, local priority needs, leveraging of local resources, availability of other resources, low-income benefit, past experience with federal programs including the number of open or uncompleted projects or activities with Community Development, the number of applications submitted by the same applicant for the current funding cycle, the likelihood of success in completing the project or activity as proposed by the applicant, and whether applicant has site control.

Applications submitted for HOME funds for construction or rehabilitation type projects need to identify specific resources to be used to meet the federal match requirements of that program.

The maximum amount of funding that will be considered for staffing of existing programs is \$5,000.

Funding requests should be made only to the extent to fill financing gaps that exist for a project or activity.

Applications for funding normal repair and maintenance of facilities are not eligible.

The original applications, along with 13 additional copies, are to be submitted to the CD Office at 235 West Tenth Street during regular business hours and must be received prior to the published deadline to be considered for funding for the following year. CD staff will make a preliminary determination of eligibility under federal rules and regulations and will review the proposals for completeness. Incomplete and/or ineligible applications will be rejected. The additional copies of the applications that are submitted will be distributed to the committee members.

Community Development will contact applicants if additional information is needed or if there are questions concerning the application or the proposed project. The committee will consider funding the proposals after all information and answers/clarifications have been received. If the committee recommends funding of a project or activity, it will be included in the proposed Annual Plan. Funding award recommendations made by the CD Advisory Committee are not a guarantee that the project or activity will be funded or will be funded at the amount identified. All funding is contingent upon receipt of federal funds by the City at or above the estimated grant allocation for the project year. The Proposed Annual Plan will be made available for public comment for a period of 30 days. Public comments received will be considered and incorporated into the Annual Plan prior to submission to HUD.

If a project is approved for funding, the Recipient will be required to sign an agreement and possibly a mortgage and promissory note depending on the type of activity. If additional funding is needed for your project, you will be required to submit documentation that you have other funds available and committed to the project. All projects will be subject to the South Dakota Bid Laws which require advertising and competitive bidding. Goals for utilizing Disadvantaged Business Enterprises on your project will be required. Federal regulations will apply to the entire project regardless of the amount of CDBG and/or HOME funding received. Compliance with Davis Bacon Labor Standards will be required if applicable. The Recipient will be required to submit a preliminary set of plans and specifications to Community Development prior to setting the date for bid opening. The scope of work to be completed and/or the project cost shall not deviate from what is described in the application or presented to the advisory committee without committee approval. Deviations may jeopardize the CDBG and/or HOME funding of the entire project. It will be the recipient's responsibility for continued compliance with all local, state, and federal requirements including that of your contractor. The recipient will also be required to submit various forms and contract documents to show compliance. Environmental reviews will be made on all projects prior to the commitment and expenditure of any funds. Payments will not be made on any projects that are not in compliance.

If additional funds become available during the year due to the cancellation of projects or activities previously identified in the Annual Plan or if more program income is received above what was originally anticipated, the Annual Plan may be amended to include funding for additional projects or activities.

In the event of accepting applications for additional projects or activities, it is the policy of the Community Development Advisory Committee to wait until the next month's scheduled meeting to act upon a request for funding. The timing is deemed necessary to allow the committee the opportunity to study the proposal, to develop questions, to gather additional information, and to review the project. The committee may waive this policy and act on the proposal if they have determined that they have sufficient information regarding the project and it is the consensus of the group to act on the proposal.

Section III—Glossary of Terms

Affordable Housing: Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of their gross income for housing costs, including utility costs.

AIDS and Related Diseases: The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction: A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

Annual Action Plan: Developed by local governments with the input from citizens and community groups, the Annual Action Plan includes applications for CDBG and HOME funds, descriptions of available resources, descriptions of activities to be undertaken during the course of a particular year, geographic distribution of those activities, and homeless and other special needs.

Area of Low-Income Concentration: Any Census Tract or Block Group where the total percentage of low-income households is greater than 50 percent.

Area of Racial/Ethnic Concentration: Any Census Tract or Block Group where the total percentage of low-income household is greater than 50 percent.

Assisted Household or Person: For the purpose of identification of goals, an assisted household or person is one which during the period covered by the Annual Plan will receive benefits through the federal funds, either alone or in conjunction with the investment of other public or private funds. The program funds providing the benefit(s) may be from any funding year or combined funding years. A renter is benefited if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed, and/or receives rental assistance through new budget authority. An existing homeowner is benefited if rehabilitation of their home has been completed during the year. A first-time homebuyer is benefited if a home is purchased during the year. A homeless person is benefited during the year if the person becomes an occupant of transitional or permanent housing. A non-homeless person with special needs is considered as being benefited, however, only if the provision of supportive services is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see 24 CFR section 882.109).

Clearance Activities: Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.

Committed: Generally means a legally binding commitment of funds has been made to a specific project to undertake specific activities.

Community Development Block Grant Program (CDBG): Authorized by the Housing and Community Development Act of 1974 replacing several Community Development categorical grant programs. CDBG provides eligible metropolitan cities and urban counties (called “entitlement communities”) with annual direct grants that they can use to revitalize neighborhoods, expand affordable housing and economic opportunities, and/or improve community facilities and services, principally to benefit low- and moderate-income persons.

Community Housing Development Organization (CHDO): A not-for-profit, community-based service organization that has or intends to retain staff with the capacity to develop affordable housing for the community it serves.

Consistent with the Consolidated Plan: A determination made by the City that a program application meets the following criterion: The Annual Plan for the fiscal year’s funding indicates the City planned to apply for the program or was willing to support an application by another entity for the program; the location of activities benefit a category of residents for which the jurisdiction’s five-year strategy shows a priority.

Consolidated (Five-Year) Plan: Developed by local and state governments with the input from citizens and community groups, the Consolidated Plan serves four functions: 1) It is a planning document for each state and community, built upon public participation and input; 2) It is the application for funds under HUD’s formula grant programs (CDBG, HOME, ESG, and HOPWA); 3) It lays out local priorities; and 4) It lays out a three- to five-year strategy the jurisdiction will follow in implementing HUD programs.

Cost Burden Greater than 30 Percent: The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Cost Burden Greater than 50 Percent (Severe Cost Burden): The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Davis-Bacon: Statutory requirement that persons working on federally supported projects be paid at least a minimum of prevailing wage rates.

Disabled Household: A household composed of one or more persons, at least one of whom is an adult (a person of at least 18 years of age) who has a disability. A person shall be considered to have a disability if the person is determined to have a physical, mental, or emotional impairment that (1) is

expected to be of long-continued and indefinite duration, (2) substantially impedes his or her ability to live independently, and (3) is of such a nature that the ability could be improved by more suitable housing conditions. A person shall also be considered to have a disability if he or she has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001–6006). The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Disadvantaged Business Enterprise (DBE): For-profit small business concern: (a) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, 51 percent of the stock is owned by one or more individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Elderly Household: For HUD rental programs, a one- or two-person household in which the head of the household or spouse is at least 62 years of age.

Elderly Person: A person who is at least 62 years of age.

Environmental Review: A preliminary, written, environmental review to determine whether a federally funded activity would significantly affect the environment.

Existing Homeowner: An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

Extremely Low Income: Households with incomes at or below 30 percent of the median family income for the area, as determined by HUD, with adjustments for smaller or larger families.

Family: See Definition in 24 CFR 812.2. (The National Affordable Housing Act definition required to be used in the Consolidated Plan rule differs from the Census definition.) The Census Bureau defines a family as a householder (head of household) and one or more other persons living in the same household who are related by birth, marriage, or adoption. The term “household” is used in combination with the term “related” in the Consolidated Plan instructions when compatibility with the Census definition of family (for reports and data available from the Census based upon that definition) is dictated. (See also “Homeless Family.”)

Family Self-Sufficiency (FSS) Program: A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies (PHAS) and Indian Housing Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and

private resources to provide supportive services, to enable participating families to achieve economic independence and self-sufficiency.

Federal Preference for Admission: The preference given to otherwise eligible applicants under HUD's rental assistance programs who, at the time they seek housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of their income for rent. (See, for example, 24 CFR 882.219.)

First-Time Homebuyer: An individual or family who has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the homebuyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time homebuyer on the basis that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse.

FmHA: The Farmers Home Administration or programs it administers.

For Rent: Year-round housing units that are vacant and offered/available for rent. (U.S. Census definition.)

For Sale: Year-round housing units that are vacant and offered/available for sale only. (U.S. Census definition.)

Frail Elderly: An elderly person who is unable to perform at least three activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities). (See 24 CFR 889.105.)

Group Quarters: Facilities providing living quarters that are not classified as housing units. (U.S. Census definition.) Examples include prisons, nursing homes, dormitories, military barracks, and shelter.

HOME: The HOME Investment Partnerships Program which is authorized by Title II of the National Affordable Housing Act.

HOME Program Match: The HOME Program statute requires that federal HOME funds be matched with 25 percent nonfederal forms of assistance.

Homeless Family: A family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.

Homeless Individual: An unaccompanied youth (17 years or younger) or an adult (18 years or older) without children.

Homeless Youth: Unaccompanied person 17 years of age or younger who is living in situations described by terms "sheltered" or "unsheltered."

HOPE 1: The HOPE for Public and Indian Housing Home Ownership Program, which is authorized by Title IV, Subtitle A of the National Affordable Housing Act.

HOPE 2: The HOPE for Home Ownership of Multifamily Units Program, which is authorized by Title IV, Subtitle B of the National Affordable Housing Act.

HOPE 3: The HOPE for Home Ownership of Single Family Homes Program, which is authorized by Title IV, Subtitle C of the National Affordable Housing Act.

Household: One or more persons occupying a housing unit. (U.S. Census definition.) See also “Family.”

Housing Problems: Households with housing problems include those that: (1) occupy units meeting the definition of physical defects; (2) meet the definition of overcrowded; and (3) meet the definition of cost burden greater than 30 percent.

Housing Unit: An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters. (U.S. Census definition.)

Institutions/Institutional: Group quarters for persons under care or custody. (U.S. Census definition.)

Large Related: A household of five or more persons, which includes at least one person, related to the householder by blood, marriage, or adoption.

Lead-Based Paint Hazard: Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate federal agency. (Residential Lead-Based Paint Hazard Reduction Act of 1992 definition.)

LIHTC: (Federal) Low-Income Housing Tax Credit.

Low-Income: Households with incomes at or below 80 percent of the median family income for the area, as determined by HUD, adjusted for family size, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD’s findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. Note: HUD income limits are updated annually and are available from local HUD offices. (This term corresponds to low- and moderate-income households in the CDBG Program.)

Moderate Income: Households with incomes between 81 percent and 95 percent of the median family income for the area, as determined by HUD, adjusted for family size, except that HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD’s findings

that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This definition is different than that for the CDBG Program.)

National Objective: Criteria used to determine whether an activity is eligible under the CDBG program. Those criteria are (a) activities benefiting low- and moderate-income persons, (b) activities to address slums or blight on an area basis, and (c) activities designed to meet community development needs having a particular urgency.

Non-Elderly Household: A household that does not meet the definition of “Elderly Household,” as defined above.

Non-Homeless Persons with Special Needs: Includes frail elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

Non-Institutional: Group quarters for persons not under care or custody. (U.S. Census definition used.)

Occupied Housing Unit: A housing unit that is the usual place of residence of the occupant(s).

Other Household: A household of one or more persons that does not meet the definition of a Small Related household, Large Related household, or Elderly Household.

Other Income: Household whose incomes exceed 80 percent of the median income for the area, as determined by the Secretary, adjusted for family size.

Other Low-Income: Households with incomes in excess of 50 percent and at or below 80 percent of the median family income for the area, as determined by HUD, adjusted for family size, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD’s findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to moderate-income in the CDBG Program.)

Other Vacant: Vacant year-round housing units that are not For Rent or For Sale. This category would include Awaiting Occupancy or Held.

Overcrowded: A housing unit containing more than one person per room. (U.S. Census definition.)

Owner: A household that owns the housing unit it occupies. (U.S. Census definition.)

Physical Defects: A housing unit lacking complete kitchen or bathroom. (U.S. Census definition.) Jurisdictions may expand upon the Census definition.

Primary Housing Activity: A means of providing or producing affordable housing such as rental assistance, production, rehabilitation, or acquisition that will be allocating significant resources and/or pursued intensively for addressing a particular housing need. (See also “Secondary Housing Activity.”)

Project-Based (Rental) Assistance: Rental Assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

Public Housing CIAP: Public Housing Comprehensive Improvement Assistance Program.

Public Housing MROP: Public Housing Major Reconstruction of Obsolete Projects.

Public Services: Activities concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, homebuyer down payment assistance, or recreational needs.

Relocation: The Uniform Relocation Act and the Barney Frank Amendments (Section 104(d)) apply to all HOME and CDBG assisted activities. Displacement and thus relocation related obligations and expenses may occur in rental or homebuyer activities.

Rent Burden Greater than 30 Percent (Cost Burden): The extent to which gross rents, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Rent Burden Greater than 50 Percent (Severe Cost Burden): The extent to which gross rents, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Rental Assistance: Rental assistance payments provided as either project-based rental assistance or tenant-based rental assistance.

Renter: A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payment of rent. (U.S. Census definition.)

Renter Occupied Unit: Any occupied housing unit that is not owner-occupied, including units rented for cash and those occupied without payment of cash rent.

Rural Homelessness Grant Program: Rural Homeless Housing Assistance Program, which is authorized by Subtitle G, Title IV of the Stewart B. McKinney Homeless Assistance Act.

Secondary Housing Activity: A means of providing or producing affordable housing such as rental assistance, production, rehabilitation, or acquisition that

will receive fewer resources and less emphasis than primary housing activities for addressing a particular housing need. (See also “Primary Housing Activity.”)

Section 215: Section 215 of Title II of the National Affordable Housing Act. Section 215 defines “affordable” housing projects under the HOME program.

Self-Sufficiency Program: Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families.

Service Needs: The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Cost Burden: See “Cost Burden Greater than 50 Percent.”

Severe Mental Illness: A serious and persistent mental or emotional impairment that significantly limits a person’s ability to live independently.

Sheltered: Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled-up or in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor are its residents homeless.

Small Related: A household of two to four persons, which includes at least one person, related to the householder by birth, marriage, or adoption.

Standard Condition: Any housing units that meet or exceed the Uniform Housing Code.

Substandard Condition but Suitable for Rehab: Any housing units that do not meet standard conditions, but are both financially and structurally feasible for rehabilitation.

Substandard Condition and not Suitable for Rehab: Dwelling units that are in such poor condition they are neither financially nor structurally feasible for rehabilitation.

Substantial Amendment: A major change in an approved housing strategy. It involves a change to the five-year strategy, which may be occasioned by a decision to undertake activities or programs inconsistent with that strategy.

Substantial Rehabilitation: Rehabilitation of residential property at an average cost for the project in excess of \$25,000 per dwelling unit.

Supportive Housing: Housing, including Housing Units and Group Quarters, that have a supportive environment and includes a planned service component.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, childcare, transportation, and job training.

Tenant-Based Rental Assistance: A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

Total Vacant Housing Units: Unoccupied year-round housing units. (U.S. Census definition.)

Unsheltered: Families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys).

Vacant Awaiting Occupancy or Held: Vacant year-round housing units that have been rented or sold and are currently awaiting occupancy, and vacant year-round housing units that are held by owners or renters for occasional use. (U.S. Census definition.)

Vacant Housing Unit: Unoccupied year-round housing units that are available or intended for occupancy at any time during the year.

Very Low-Income: Households with incomes exceeding 30 percent but at or below 50 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families and for areas with unusually high or low incomes or where needed because of prevailing levels of construction costs or fair market rents. (This term corresponds to low-income households in the CDBG Program.)

Worst-Case Needs: Unassisted, very low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (which includes homeless people), or have been involuntarily displaced.

Year-Round Housing Units: Occupied and vacant housing units intended for year-round use. (U.S. Census definition.) Housing units for seasonal or migratory use are excluded.