

# Housing Rehabilitation Program Guidelines

**City of Waltham  
Planning Department  
Housing Division**

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**February, 2013**

**Table of Contents**

Program Summary ..... 2

Eligible Work ..... 3

Eligible Applicants..... 5

Hazard Abatement.....6

Emergency Assistance ..... 7

Prevention and/or Elimination of Slums and Blight .....8

Amount and Types of Assistance.....9

Additional Program Requirements.....10

Project Schedule .....12

Dispute Policy.....14

Project Work: Step-By-Step Process ..... 15

Contractor Requirements ..... 16

Reverse Mortgages, Estate Planning, and Lien Subordinations ..... 17

Temporary Relocation .....18

Amendments and Revisions ..... 19

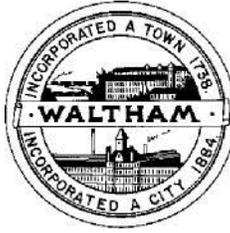
Applying for Funding Assistance .....20

Attachment A: Definitions .....21

Attachment B: Income Limits.....23

Attachment C: Determining Income-Eligibility ..... 24

Attachment D: Temporary Relocation Policy ..... 26



## HOUSING REHABILITATION PROGRAM GUIDELINES

City of Waltham  
Planning Department  
Housing Division

### PROGRAM SUMMARY

The principal purpose of the City of Waltham's Housing Rehabilitation Program (the "Program") is to increase the supply of decent, safe and sanitary affordable housing in the City. The Program is funded with federal Community Development Block Grant (CDBG) and Housing Partnership Investment Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD).

Eligible applicants include income-eligible owners of 1-4 family residential structures in Waltham and nonprofit housing organizations.

#### **Funding assistance**

CDBG funding assistance is in the form of a Deferred Payment Loan (DPL) at zero percent (0%) interest due upon sale or transfer of the property. HOME funding is in the form of a Grant and only applicable to properties purchased with the HOME Down payment Assistance program.

**CDBG Eligible work is characterized as Priority and Non-priority Priority work**

#### **Emergency work**

Eligible project work is only considered an emergency *if* not addressing the issue will adversely impact the health and safety of the residents. Examples of emergency work includes lead paint abatement if a child six or under has a documented elevated blood level, no hot running water, blocked plumbing due to deteriorated pipes, and broken or unusable boiler/furnace.

### Eligible Project work

- Emergencies are handled on a case-by-case basis and can take precedence over applicants on the wait list. The Housing Division, in conjunction with the Planning Department and applicable City departments, as necessary, (e.g. Department of Health, Building Department and, Police and/or Fire) is responsible for determining if a particular housing problem is an emergency.
- Incidences of blighted properties may also be considered emergencies if documented by the Waltham Health Department, Police, Fire or Inspectional Services Departments.

### Hazard abatement

- Eligible work includes lead paint and asbestos abatement, mold remediation and radon reduction.

### Removal of architectural barriers

- Eligible work includes the installation of ramps and stair lifts, interior modifications for persons with physical disabilities such as widening doorways for wheel chair access and making bathrooms accessible (e.g. installation of roll-in showers and ADA compliant sinks and toiletsetc.) and interior modifications for persons with other disabilities.

### Structural failure

- Proposed work is considered eligible *if* not addressing the issue will adversely impact the health and safety of the residents. Examples of eligible work include repairing or replacing deteriorated stairs, entranceways (small porches), hand railings, chimneys and ceilings.

### Correction of serious code violations or Housing Quality Standards' deficiencies

- Proposed work is considered eligible *if* not addressing the issue will adversely impact the health and safety of the residents. Examples of eligible work include repairing/replacing deteriorated, leaking roofs, boiler/furnace replacement, repairing/replacing broken windows and doors that cannot be secured and the installation of smoke and carbon monoxide detectors. Depending on the circumstance(s), the correction of some code violations may be considered emergencies.

### **Non-priority work**

#### Increase energy conservation and weatherization measures

- Examples of eligible work include insulation, reducing air infiltration through windows and doors, window/door replacement, weather-stripping and caulking and replacing inefficient water heaters and heating systems.

#### Correction of certain code violations

Examples of eligible work include addressing tripping hazards (broken floor tiles, deteriorated carpet with curled edges) and electrical upgrades (additional outlets, new panel box, GFI compliance, etc.).

**HOME program eligible project work consist of Lead Paint Abatement and Asbestos abatement only.**

**Primary eligibility criteria**

The primary eligibility criteria, which must be met by applicants wishing to participate in the Program, are:

Location of units: To be eligible for assistance, residential structures must be located in the City of Waltham.

Principal benefit: Low and moderate income owner occupants of 1-4 family structures are eligible applicants. In order for an owner occupant of a two family structure to be eligible for assistance, one or both of the units must be occupied by an income eligible household.

To be eligible for assistance, any nonprofit housing development organization or housing provider, must confirm that *all* tenants in a Program assisted project are low or moderate income.

Income eligibility: In order to be eligible for assistance, the cumulative gross annual household income for all persons occupying a Program assisted unit cannot exceed eighty percent (80%) of the Boston Cambridge Quincy MANH HUD Metro FMR area median income ("area median income"). Low and moderate income limits are defined by HUD and revised annually. When determining income eligibility, Program staff use the most current income limits for households in effect at the time of processing. (See Attachment B: Income Limits.)

## Eligible Applicants

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Eligible applicants include the following:

1. Owneroccupied 1- 4 unit residential structures. At least 51% of units in building must meet Income & possibly Rent Guidelines.

Owneroccupants: If the property is owneroccupied, the property owner's household income must be at or below eighty percent (80%) of area median income, as defined by HUD, and published on an annual basis. Income verification<sup>1</sup> by Program staff is required. For the purposes of determining eligibility, an applicant's household size is established at the time the application is approved by Program staff for funding. (see Attachment C: Determining IncomeEligibility.) Incomeeligibility is required for Program assistance.

Firsttime homebuyers: Firsttime homebuyers, who are owners of eligible properties, and received downpayment assistance from the City to acquire a housing unit, are eligible to apply for Program assistance.

Nonprofit housing development organizations and other affordable housing providers: Program funds may only be used to assist multiunit rental structures if they are owned by the nonprofit housing organizations. Tenants must be incomeeligible.

<sup>1</sup> Income eligibility will be determined in accordance with 24 CFR Part 5 Subpart F 5.609 (Family income) and 5.611 (Adjusted income).

## **Hazard Abatement**

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Lead paint abatement: CDBG Financial assistance for lead paint abatement is provided as a DPL. HOME program funds will be granted when used for abatement of a Down payment Assistance property.

A DPL for the full cost of lead paint hazard reduction will be provided to low- and moderate- income owner-occupied 1-4 family structures. Structures constructed after 1978 do not require testing.

Costs that are associated with the installation of new windows, replacement doors and vinyl siding, etc., will be a DPL if they are required as part of the abatement process. If required, Program assistance is available as a DPL to abate lead paint in the common areas of a two- family property (porches, front entryways, common hallways, etc.).

A lead paint inspection and risk assessment must be conducted on every property built prior to 1978 by a qualified and insured inspector. Specifications will be developed based on the applicable state and/or federal laws.

Risk assessment: A risk assessment is required for all projects. The risk assessment will identify any lead paint hazards requiring interim control measures.

Lead paint abatement: The inspection report will identify levels of hazard, prioritize the risk, and recommend interim measures of abatement or full abatement depending on the amount of Program assistance, which the structure is estimated to receive. All structures where children six years old and younger reside will receive abatement regardless of the general rehabilitation cost of the project. All occupants will be temporarily relocated during the deleading process (see Attachment F: Temporary Relocation Policy). All deleading projects will be performed by qualified, certified, and insured deleading contractors.

Asbestos abatement: An inspection of the affected property must be made by a qualified industrial hygienist certified in asbestos inspection and abatement. The inspection report will determine all areas of asbestos removal or encapsulation. Contractors selected to perform the abatement work must be qualified, certified and insured to perform such work. A qualified and certified industrial hygienist hired independently by the Program will monitor the project and conduct all required air sampling tests.

Mold remediation: An inspection of the affected property will be made by a certified mold inspector. The inspection report will determine the location, cleanup method and procedures to prevent moisture from reoccurring. A certified industrial hygienist will provide air and dust analyses and clearance.

## Emergency Assistance

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Emergency assistance is available to incomeeligible homeowners, or a nonprofit housing organization or other affordable housing provider for their rental units). An emergency is defined as a situation that presents an immediate threat to the integrity of a structure or the health and/or safety of the property's occupants as determined by Program staff and/or an agent of the City Health Department and/or the Inspectional Services Department.

### Emergency cases will be handled as follows:

1. Program staff and/or an agent of the City Health Department and/or Inspectional Services Department will inspect any emergency conditions as well as check for other potentially hazardous conditions that might exist in the structure or on the property. Program staff and/or an agent of the City Health Department and/or Inspectional Services Department will confirm the existence of any emergency conditions to the Housing Program Director who is responsible for approving work on an emergency basis.
2. In order to be eligible to receive emergency assistance, an owner must provide Program staff with documentation verifying income eligibility. At a minimum, an owner must provide Program staff with a copy of his/her most currently available tax return and three consecutive months of bank statements. If emergency funds are assisting a rental unit (in an owner-occupied multifamily structure), the tenant household must provide information verifying their income eligibility.
3. All emergencies will be handled as expeditiously as possible. Program staff is authorized to begin work (developing a scope of work and contacting contractors) prior to receiving documentation verifying income eligibility. However, no funds will be committed to the project without sufficient backup documentation and an environmental review.

## Prevention and/or Elimination of Slums and Blight

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CDBG Program funds may only be used to prevent or eliminate blighting conditions under very prescribed circumstances. Funds may be used if the blighting condition is determined to be detrimental to *public* health and safety and poses a threat to the *public* in general. This determination must be made by an agent of the City Health Department and/or Inspectional Services Department in conjunction with the Housing Program Director. Funds may not be used under this category to address a blighting condition(s) affecting the health and safety of occupants in a single unit. To be eligible for assistance, the general public must be served.

## Amount and Types of Assistance

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All CDBG Program funding assistance in the form of a Deferred Payment Loan (DPL) up to \$10,000.00.

DPLs do not require payments during the term and accrue zero percent (0%) interest. The full amount of the DPL is payable to the City of Waltham upon transfer, change or conveyance in ownership of the premises, or any part of the premises; or the death of the owner(s).

All financial assistance provided through the Program, is evidenced by a note and secured by a mortgage filed with the Middlesex South Registry of Deeds.

## Additional Program Requirements

Eligible properties: Funds are available to rehabilitate owneroccupied 1-4 family residential structures. Nonprofit housing development organizations are eligible to apply for funds to rehabilitate 1-4 unit structures, group residences or Single Room Occupancy units that are occupied by incomeeligible tenants.

Property condition: Residential structures may be assisted under the Program if one or more of the following conditions exist: A health/safety/building code violation(s); immediate emergency assistance is required, as determined by Program staff and/or an agent of the City Health Department and/or Inspectional Services Department; a member in the household is disabled requiring accessibility improvements; it has been determined that hazard abatement measures to remove mold, asbestos or lead paint are required; or any of the conditions identified under Eligible Work.

Taxes, water/sewer payments: To be eligible to participate in the Program, the property's real estate taxes and water/sewer payments must be current.

Property status: All mortgages or mortgage notes secured by the property must be in good standing. The property must not have any municipal, state or federal tax liens. Applicants are required to inform Program staff if existing mortgages or mortgage notes secured by the property are not in good standing (e.g. in arrears, default or foreclosure). The Program will not provide assistance to applicants who have not resolved issues pertaining to the above. Applicants who are currently in bankruptcy or foreclosure proceedings are not eligible to apply to the Program.

Flood insurance: If Program staff determines through the required environmental review process that a property is located within the 100year floodplain, the applicant will be required to submit evidence of flood insurance coverage to participate in the program.

Ownership: For applicants seeking status as owneroccupants, ownership of the property must be in the name(s) of people who reside at the property. The title to the property must clearly establish that the occupants are the owners of the property. Applicants must be able to clearly demonstrate who owns or has beneficial interest in the property and will be required to provide deeds or trust documents, as applicable, to Program staff. If an applicant holds only a life estate in the property, Program staff will require consent of the holder of the remainder interest.

Household size: Household size will be determined as part of the incomeeligibility process. In the event that there is a change in household size after a determination of incomeeligibility is made, Program staff may review the eligibility of the project in light of the change. For the purposes of determining household size and incomeeligibility, a pregnant woman is considered *two persons*.

Start of work: Work assisted under the Program may only begin after an owner has signed loan closing documents, which include a mortgage and promissory note with Program staff and a Notice to Proceed order has been received by the contractor. Owners *will not* be reimbursed for work undertaken prior to approval and authorization under the Program.

City employees and officials: Program staff, and any other City employees or officials, who may have authority with respect to the administration of the Program, are not eligible to receive Program assistance.

Project schedule (non-emergency cases only): In general, unless there are extenuating/unforeseen circumstances, the total amount of time for most projects to go from application to final completion should take no more than 120 days (four months).

Providing false information: If an applicant falsifies information or provides misleading information in an application, the applicant will be permanently disqualified from participating in the Program and will be required to repay any Program assistance already expended.

## CDBG Project Schedule

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### **30 days:** **Application review and Program approval**

Program staff reviews application and back-up documentation to verify eligibility.

Program staff requests additional information for a complete application, if necessary. (If an applicant does not submit the requested information within 30 days, the review process will be terminated and the application will be returned to the applicant.)

Program staff will send a conditional commitment letter to the applicant stating the applicant is eligible to receive assistance; or notify the applicant that the household is ineligible.

### **21 days:** **Work write-up**

Program staff completes a scope of work (work write-up) and a cost estimate.

### **30 days:** **Bidding project work and closing**

Applicant approves the scope of work and gives Program staff permission to seek competitive bids.

Program staff and applicant review the bids and unless there are extenuating circumstances, the contractor submitting the lowest bid is awarded the job.

Program staff prepares closing documents and schedules a closing. As applicable, a mortgage is recorded at the Middlesex South Registry of Deeds.

### **75 days:** **Project work**

Contractor has a maximum of 2 1/2 months, from receipt of a Notice to Proceed, to complete project work. A contractor may request a waiver to extend the construction period in cases of inclement weather and/or material shortages.

All applicants must agree to adhere to the project schedule outlined above. If an applicant fails to meet time critical deadlines, Program staff may, with sufficient notice, discontinue the project. Without a waiver for extenuating circumstances, the applicant will not be allowed to reapply for Program assistance for a 12-month period and may be required to repay any Program assistance already expended.

Periodic inspections will be conducted by Program staff during construction. As part of the above process, all contractors' invoices will be checked against the actual work done before any payments are made. Program staff will sign a form approving payment to the contractor prior to the payment being processed. The owner's signature on payments will serve as approval of the completed work. If applicable, Program funds are disbursed only after all private funds are released for payment to contractors. (Program staff will need evidence that private funds have been disbursed.) Private funds are released in accordance with the above procedures.

At the completion of the job, a final inspection will be performed by Program staff with the property owner.

HOME Program Project Schedule will be considered on an case-by-case basis due which will be reviewed once the scope of the abatement is known.

1. Any dispute between homeowner and contractor regarding the quality of work performed will initially be handled on-site by the City of Waltham staff, which may include assistance by a Building Inspector, Plumbing Inspector, and Electrical Inspector.
  
2. If there is no resolution on-site the homeowner will be asked to submit an appeal in writing to the Housing Supervisor. The Housing Supervisor may or may not meet in person with both homeowner and or contractor, review the issue and come to a resolution.
  
3. If the homeowner remains unsatisfied Final Appeal will be made to the Director of Planning, who will review the matter and issue a final decision in writing.

## Project Work: Step-By-Step Process

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After the owner is determined eligible for Program assistance, Program staff will schedule a meeting to conduct a preliminary inspection and discuss work items the owner may want to include in the project. Depending on the age of the building and the nature of the work to be done, an inspection by a certified lead inspector is required. **If the property is built prior to 1978 a risk assessment by a certified lead inspector is required.**

Program staff will prepare work specifications and a cost estimate of eligible rehabilitation items for the owner's review.

Program staff will meet with the owner to make necessary changes to the specifications and will obtain the owner's approval of the work write-up.

Bids will be obtained from contractors through a competitive bidding process. The City reserves the right to reject any and all bids or estimates of contractors and to waive any irregularities or items if it is in its best interest to do so

Program staff will review all bids received with property owners. The City will base its funding on the low bid amount, provided that it is a responsible bid. Owners may select any bidder provided that they pay the difference between the low bid and the selected bid.

The owner must select a contractor within 10 days of the bid opening.

After a title search has been performed and existing encumbrances identified, Program staff will prepare closing documents (mortgage note, mortgage and Program funding agreement, as applicable) between the owner and the City, and the contract between the owner and the selected contractor. Documents are subject to the review and approval of the City Law Department. **Note: rehabilitation funds will not be provided if there is an existing reverse mortgage.**

If there are no deficiencies in the work and all City-required permits have been signed by the appropriate City Inspector(s), Program staff will process a final payment.

If any deficiencies are found during the final inspection, they will be communicated to the contractor through a punch list signed by the owner. The punch list will be prepared by Program staff. Once all punch list items are satisfactorily completed, Program staff and the property owner will approve the final payment.

When all of the above has been completed, the contractor will be issued the final payment on the job.

Change order requests must be provided in writing to Program staff. All change orders must be reviewed and approved by Program staff and the homeowner.

## **Contractor Requirements**

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The minimum requirements for contractors to participate in the Program include: **RRP Lead Safe Work Practices are required on all projects.**

A Massachusetts Construction Supervisors license or trade license.

Registration as a Massachusetts Home Improvement Contractor, as applicable. Workman's compensation insurance at statutorily required limits, as applicable.

Property and liability insurance: Contractors shall furnish the City with a Certificate of Insurance including general liability and workers' compensation and employees' liability insurance.

Demonstrated experience in the appropriate trade(s).

Each contractor must fill out an application form listing references and licenses and submit a certificate of insurance prior to receiving a contract award. References will be checked by Program staff.

Once registered with the Program, homeowners choose up to 5 contractors from the contractors listing; chosen contractors will receive notice of the project for a bid. Homeowners wishing to use contractors not included on the list may only do so if the contractor registers with the Program and submits the proper insurance certificates and references.

Contractors must take out all required permits prior to initiation of construction. The cost of the permits is to be included in the bid price.

If a participating contractor's performance or quality of work is unsatisfactory in the opinion of Program staff, the contractor will be issued a written notice describing specific problems with the contractor's work. This notice shall serve as a warning. If the problems, as outlined in this notice, are not addressed, then, based upon a recommendation from Program staff to the Housing Program Manager, the contractor will be barred from working in the Program.

## **Reverse Mortgages , Estate Planning, and Lien Subordinations**

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A title search will be performed and existing encumbrances identified as part of the Program staff review and approval process. Program funds will not be awarded if there is an existing reverse mortgage on the property.

Due to changes in life circumstances, owners may need to consider estate planning, reverse mortgages and refinancing during the repayment period of a DPL or grant. Since participation in the Program makes it possible for City residents, who might not otherwise be able to either obtain or repay a loan, to make repairs to their homes and still keep those homes as affordable places to live, requests to subordinate will be considered in light of this objective.

When considering subordinating its lien position, the City will try to reasonably accommodate Program participants while protecting the City's interest in the property. The City will consider subordination on a case by case basis. Under no circumstances will a subordination be approved without sufficient equity in the property. An appraisal may be required to confirm equity.

When requesting lien subordination, owners must provide evidence of current encumbrances against the property. Documentation may include a combination of the following: loan application or loan approval from the lender for the proposed loan detailing existing debt, property appraisal, title search, statement of assessed value from the City assessor or property tax bill, or equivalent third party documentation detailing property value and all encumbrances. The Director of Housing is authorized to approve the subordination. Property owners requesting lien subordination should allow thirty (30) days from the submittal of documentation for the City to process the request.

In the case of other changes in circumstances, Program participants are encouraged to contact Program staff to discuss possible impacts on outstanding Program obligations. The Director of Planning may consider modifying funding assistance terms on a case-by-case basis.

## Temporary Relocation

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Every effort will be made to minimize the need for temporary relocation if it is required during project work. However, it may be necessary to temporarily relocate residents when undertaking hazard abatement (lead paint). It is the City's policy to provide relocation benefits to tenants who may need temporary relocation. Tenants and owners will receive reasonable advance, written notification whether or not temporary relocation will be necessary and, if so, the kinds of assistance available.

Residents temporarily displaced as a result of the removal of lead paint or the abatement of asbestos are eligible for temporary displacement benefits and will be notified of their eligibility at least 15 days prior to the estimated relocation date. Relocation assistance is available on a flat rate per diem basis. The per diem allowances are identified in Attachment D: Temporary Relocation Policy.

## **Amendments and Revisions**

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Program Guidelines and forms may be revised from time to time as deemed necessary. Major revisions to the Program Guidelines will require the approval of the Mayor, following the review and recommendation of the Planning Director.

## **Applying for Funding Assistance**

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**Applications for assistance are accepted by mail or in person at the Government Center, Housing Department, 119 School Street, Waltham, MA 02451.**

**Applications are accepted on a first-come, first-served basis. For more information call the Planning Department, Housing Division at 781-314-3380**

## ATTACHMENT A: DEFINITIONS

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*Annual income* means all amounts, monetary or not, which are used to calculate a household's income for a 12-month period. The City uses the definition of annual income found at CFR 24 Part 5 Subpart F Sec. 5.609 (Annual income) in determining income-eligibility.

*Emergency* means a situation that presents an immediate threat to the integrity of the structure or the health and/or safety of the property's occupants as determined by Program staff and/or an agent of the City Health Department or Inspectional Services Department.

*Gross annual household income* means the yearly income of an individual or household generated from all sources of income before deducting allowable expenses.

*Hazard abatement* means the removal or remediation of unsafe materials such as mold, asbestos and lead paint. The removal of underground oil storage tanks—particularly if they are leaking—is an example of hazard abatement.

*Household* means all the persons who occupy a housing unit. The occupants may be a single-family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. The definition of *household* is different than *family* which means all persons living in the same house, condominium or rental unit who are related by birth, marriage or adoption.

*Low- and moderate-income household* means a household whose annual income limits do not exceed 80 percent of the area median income for Boston, adjusted for family size.

*Mortgage* means a legal document by which the owner (i.e., the buyer) grants to the lender an interest in real estate to secure the repayment of a debt, evidenced by a mortgage note. When the debt is repaid, a mortgage discharge is recorded with the registry of deeds in the county where the mortgage was recorded. Because most people cannot afford to buy real estate with cash, nearly every real estate transaction involves a mortgage.

*Mortgage Note* means the written promise to repay a mortgage loan plus interest. A mortgage note states the principal amount due, the rate of interest, and the terms for repayment of the funds advanced. The borrower signing the note, and any cosigners, are each personally liable for repayment of the total debt.

*Owner/ownership* means the person or persons holding "title" to the property evidenced by a deed or trust document.

*Principal benefit* means federal funds (Community Development Block Grant funds) must assist the applicant household.

*Principal residence* means that the structure must be used as the primary home for the resident household.

*Program assistance* means the federal Community Development Block Grant (CDBG) funds used to pay for project-related costs.

*Registry of Deeds* means the Middlesex South Registry of Deeds.

*Structure (the assisted unit, house)* means any building which is habitable for residential use

*Temporary relocation* means removing a household on a short term basis (usually less than a week) while their property is being abated (usually the removal of lead paint). The City of Waltham provides a per diem allowance for lodging, food and miscellaneous activities (transportation, laundry) for the relocated household.

## Attachment B: Income Limits

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<b>Number in Household</b>	<b>Moderate Income (51-80% of area median income)</b>
<b>1</b>	<b>\$47,150</b>
<b>2</b>	<b>\$53,900</b>
<b>3</b>	<b>\$60,650</b>
<b>4</b>	<b>\$67,350</b>
<b>5</b>	<b>\$72,750</b>
<b>6</b>	<b>\$78,150</b>
<b>7</b>	<b>\$83,550</b>
<b>8 or more</b>	<b>\$88,950</b>

Effective 2013

## Attachment C: Determining Income-Eligibility

In order to be eligible for Program assistance, beneficiaries must meet income limits established by HUD (See Attachment B: Income Limits). Under this Program, annual income is defined in 24 CFR 5.609 which is used by a variety of federally-assisted programs. The Part 5 definition of annual income is the gross amount of income of all adult household members (over 18) that is anticipated to be received during the coming 12-month period. There is an asset limit of \$200,000 (this does not include the applicants primary residence). The three principal steps in the income verification process for the Program include the following:

1. Document applicant's source(s) of income. Sources of income may include: employment/unemployment, social security, alimony, pension, monthly rental payments, child support, etc. (See *Sources of income used to calculate household income* below.)
2. Calculate the applicant's projected income using the source documentation submitted in step 1. This calculation includes all sources of income including assets (see below) and any regular financial contributions and gifts from persons not living in the household.
3. Compare the applicant's household projected income with HUD's income limits. Applicants whose household income does not exceed the 80% income limit, based on household size, are determined to be income-eligible for Program assistance.

### Calculating annual income: Inclusions and exclusions

Sources of income 24 CFR 5.609 (b)	Sources of income that are included in calculating household income
<b>1. Income from wages, salaries, tips, etc.</b>	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services. Overtime earnings must be based upon the average of the year to date and projected over the next 12 months.
<b>2. Business income</b>	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income
<b>3. Interest and dividend income</b>	Interest, dividends, and other net income of any kind from real or personal property. If assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a % of the value of such assets based on the current passbook savings rate, as determined by HUD.
<b>4. Retirement and insurance income</b>	The full amount of periodic amounts received from SS, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount.
<b>5. Unemployment and disability income</b>	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as

	provided in number 3 of Income Exclusions).
<b>6. Welfare assistance</b>	If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income.
<b>7. Alimony, child, gift support,</b>	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
<b>8. Armed</b>	All regular pay, special day and allowances of a member of the Armed Forces.

<b>Sources of income</b> 24 CFR 5.609 (c)	<b>Sources of income that are excluded from calculating household income</b> <i>(Partial list. Other exclusions include reparations; income from full-time students; adoption assistance payments; deferred periodic social security and SSI benefits; property tax refunds; home care assistance and other federal exclusions.)</i>
<b>Income of children</b>	Income from employment of children (including foster children) under the age of 18 years.
<b>Foster Care payments</b>	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
<b>Inheritance and insurance income</b>	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
<b>Medical expense reimbursements</b>	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
<b>Income live-in aides</b>	Income of a live-in aide (as defined in 24 CFR 5.403).
<b>Gifts</b>	Temporary, nonrecurring, or <u>sporadic income (including gifts).</u>

## **Attachment D: Temporary Relocation Policy**

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Every effort will be made to minimize the need for temporary relocation if it is required during project work. However, it may be necessary to temporarily relocate residents when undertaking hazard abatement (lead paint, asbestos and mold). It is the City's policy to provide relocation benefits to tenants who may need temporary relocation. Tenants and owners will receive reasonable advance, written notification whether or not temporary relocation will be necessary and, if so, the kinds of assistance available. Temporary assistance is available on a per diem basis.

### **Per diem allowances:**

Lodging:	\$120.00 per room per day
Meals/tips for child (under 5 years):	\$20.00 per day
Meals/tips for child (5 through 12 years):	\$30.00 per day
Meals/tips for adult (over 12 years):	\$50.00 per day
Miscellaneous expenses (transportation, laundry, etc.):	\$15 per day

**Program staff requires the following information prior to issuing a check:** Composition of household to be temporarily relocated including:

Names of all adults

Names, ages and gender of all children