"Adjusted Income (24 CFR §5.611)" Exhibit A

and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(3) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

(e) If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

[61 FR 5488, Oct. 18, 1996, as amended at 65 FR 16718, Mar. 29, 2000]

EFFECTIVE DATE NOTE: At 65 FR 16718, Mar. 29, 2000, § 5.609 was amended by removing and reserving paragraph (c)(2)(i), by revising paragraphs (c)(2)(iv) and (d), and by removing paragraph (e), effective Apr. 28, 2000. For the convenience of the user, the superseded text is set forth as follows:

§ 5.609 Annual income.

* * * * *

(c) * * *

(2) * * *

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.

* * * * *

(d) *For public housing only.* In addition to the exclusions from annual income covered in paragraph (c) of this section, a PHA may adopt additional exclusions for earned income pursuant to an established written policy.

(1) In establishing such a policy, a PHA must adopt one or more of the following types of earned income exclusions, including variations thereof:

(i) Exclude all or part of the family's earned income;

(ii) Apply the exclusion only to new sources of earned income or only to increases in earned income;

(iii) Apply the exclusion to the earned income of the head, the spouse, or any other family member age 18 or older;

(iv) Apply the exclusion only to the earned income of persons other than the primary earner;

(v) Apply the exclusion to applicant, newly admitted families, existing tenants, or persons joining the family;

(vi) Make the exclusion temporary or permanent, for the PHA, the family, or the affected family member;

(vii) Make the exclusion graduated, so that more earned income is excluded at first and less earned income is excluded after a period of time;

(viii) Exclude any or all of the costs that are incurred in order to go to work but are not compensated, such as the cost of special tools, equipment, and clothing;

(ix) Exclude any or all of the costs that result from earning income, such as social security taxes or other taxes that are withheld in payroll deductions;

(x) Exclude any portion of the earned income that is not available to meet the family's own needs, such as amounts that are paid to someone outside the family for alimony or child support; and

(xi) Exclude any portion of the earned income that is necessary to replace benefits lost because a family member becomes employed, such as amounts that the family pays for medical costs or to obtain medical insurance.

(2) Any amounts that are excluded from annual income under this paragraph (d) may not also be deducted in determining adjusted income, as defined in § 5.611.

(3) Housing agencies do not need HUD approval to adopt optional earned income exclusions.

(4) In the calculation of Performance Funding System operating subsidy eligibility, housing agencies will have to absorb any loss in rental income that results from the adoption of any of the optional earned income exclusions discussed in paragraph (d)(1) of this section, including any variations of the listed options.

§ 5.611 *Adjusted income.*

Adjusted income means annual income (as determined by the responsible entity) of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions:

2723
2649

(a) *Mandatory deductions.* In determining adjusted income, the responsible entity must deduct the following amounts from annual income:

(1) $480 for each dependent;

(2) $400 for any elderly family or disabled family;

(3) The sum of the following, W the extent the sum exceeds three percent of annual income:

(i) Unreimbursed medical expenses of any elderly family or disabled family; and

(ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, W the extent necessary W enable any member of the family (including the member who is a person with disabilities) W be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able W work because of such attendant care or auxiliary apparatus; and

(4) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

(b) *Permissive deductions—for public housing only.* For public housing only, a PHA may adopt additional deductions from annual income. The PHA must establish a wi—" policy for [illegible] deductions.

[65 FR 16717, Mar. 29, 2000]

EFFECTIVE DATE NOTE: At 65 FR 16717, Mar. 29, 2000, §5.611 was revised, effective Apr. 28, 2000. For the convenience of the user, the superseded text is set forth as follows:

§5.612 Adjusted income.

Adjusted income means annual income less the following deductions:

(a) $480 for each dependent;

(b) $400 for any elderly family or disabled family;

(c) For any family that is not an elderly family or disabled family but has a member (other than the head of household or spouse) who is a person with a disability, disability assistance expenses in excess of three percent of annual income, but this allowance may not exceed 2%, employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities;

(d) For any elderly family or disabled family:

(1) That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of annual income;

(2) That has disability assistance expenses greater than or equal to three percent of annual income, an allowance for disability assistance expenses computed in accordance with paragraph (c) of this section, plus an allowance for medical expenses that is equal to the family's medical expenses;

(3) That has disability assistance expenses that are less than three percent of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income; and

(e) Child care expenses.

§5.613 Public housing program and Section 8 tenant-based assistance program: PHA cooperation with welfare agency.

(a) This section applies to the public housing program and the Section 8 tenant-based assistance program.

(b) The PHA must make best efforts to enter into cooperation agreements with welfare agencies under which such agencies agree:

(1) To target public assistance, benefits and services to families receiving assistance in the public housing program and the Section 8 tenant-based assistance program to achieve self-sufficiency;

(2) To provide written verification to the PHA concerning welfare benefits for families applying for or receiving assistance in these housing assistance programs.

[65 FR 16717, Mar. 29, 2000]

EFFECTIVE DATE NOTE: At 65 FR 16717, Mar. 29, 2000, §5.613 was revised, effective Apr. 28, 2000. For the convenience of the user, the superseded text is set forth as follows:

§5.613 Total tenant payment.

(a) *Total tenant payment for families whose initial lease is effective on or after August 1, 1982.* (1) Total tenant payment is the amount calculated under section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)). If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (C) of section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)(C)) shall be the amount resulting from one application of the percentage.

2649

project because there is an insufficient number of potential applicants who are very low-income families:

(iv) *Commitment* of an owner to attaining occupancy by families with a broad range of incomes, as evidenced in the application for development. An application citing this basis should be supported by evidence that the owner is pursuing this goal throughout its assisted projects in the community; and

(v) Project supervision by a State Housing Finance Agency having a policy of occupancy by families with a broad range of incomes, supported by evidence that the Agency is pursuing this goal throughout its assisted projects in the community or a project with financing through Section 11(b) of the 1937 Act (42 U.S.C. 1437f) or under Section 103 of the Internal Revenue Code (26 U.S.C. 103).

(2) *For public housing only.* (i) Need for admission of a broader range of tenants to obtain full occupancy;

(ii) Local commitment to attaining occupancy by families with a broad range of incomes. An application citing this basis should be supported by evidence that the PHA is pursuing this goal throughout its housing program in the community;

(iii) Need for higher incomes to sustain homeownership eligibility in a homeownership project; and

(iv) Need to avoid displacing low-income families from a project acquired by the PHA for rehabilitation.

(c) *Action on request for exception.* Whether to grant any request for exception is a matter committed by law to HUD's sole discretion, and no implication is intended to be created that HUD will seek to grant approvals up to the maximum limits permitted by statute, nor is any presumption of an entitlement to an exception created by the specification of certain grounds for exception that HUD may consider. HUD will review exceptions granted to owners and PHAs at regular intervals. HUD may withdraw permission to exercise those exceptions for program applicants at any time that exceptions are not being used or after a periodic review, based on the findings of the review.

(d) *Reporting.* PHAs and owners shall comply with HUD-prescribed reporting requirements that will permit HUD to maintain the reasonably current data necessary to monitor compliance with the income eligibility restrictions described in paragraph (a) of this section.

(e) *Inapplicability to certain scattered site housing.* The income eligibility restrictions described in paragraph (a) of this section do not apply to scattered site public housing dwelling units sold or intended to be sold to public housing tenants under section 5(h) of the 1937 Act (42 U.S.C. 1437c(h)).

(f) *Inapplicability to the Section 8 Rental Voucher and Rental Certificate Programs.* The provisions of this section do not apply to the Section 8 Rental Voucher and Section 8 Rental Certificate Programs.

(Approved by the Office of Management and Budget under Control number 2502-0204)

EFFECTIVE DATE NOTE: At 65 FR 16714, Mar. 29, 2000, § 5.607 was removed, effective Apr. 28, 2000.

FAMILY INCOME

§ 5.609 Annual income.

(a) *Annual income* means all amounts, monetary or not, which:

(1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

(2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

(3) Which are not specifically excluded in paragraph (c) of this section.

(4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

(1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

(2) 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. An allowance for depreciation of assets used in a

2723

2649

Exhibit B

business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

(3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, 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 (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

(6) *Welfare assistance.* 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 shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage;

(7) 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;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) 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);

(3) 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 paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in § 5.403;

(6) The full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8)(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

2649

Exhibit B

(iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;

(v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

(9) Temporary, nonrecurring or sporadic income (including gifts);

(10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of $480 per adopted child;

(13) *For public housing only:* (i) The earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period.

(ii) For purposes of this paragraph, the following definitions apply:

(A) *Comparable Federal, State or local law* means a program providing employment training and supportive services that—

(*1*) Is authorized by a Federal, State or local law;

(*2*) Is funded by the Federal, State or local government;

(*3*) Is operated or administered by a public agency; and

(*4*) Has as its objective to assist participants in acquiring employment skills.

(B) *Exclusion period* means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

(C) *Earnings and benefits* means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job;

(14) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER

2723

2649

Exhibit B

and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (*e.g.*, seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

(e) If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

[61 FR 5488, Oct. 16, 1996, as amended at 65 FR 16716, Mar. 30, 2000]

EFFECTIVE DATE NOTE: At 65 FR 16716, Mar. 30, 2000, § 5.609 was amended by removing and reserving paragraph (c)(13), by revising paragraphs (c)(8)(iv) and (d), and by removing paragraph (e), effective Apr. 29, 2000. For the convenience of the user, the superseded text is set forth as follows:

§ 5.609 Annual income.

* * * * *

(c) * * *

(8) * * *

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;

* * * * *

(d) *For public housing only.* In addition to the exclusions from annual income covered in paragraph (c) of this section, a PHA may adopt additional exclusions for earned income pursuant to an established written policy.

(1) In establishing such a policy, a PHA must adopt one or more of the following types of earned income exclusions, including variations thereof:

(i) Exclude all or part of the family's earned income;

(ii) Apply the exclusion only to new sources of earned income or only to increases in earned income;

(iii) Apply the exclusion to the earned income of the head, the spouse, or any other family member age 18 or older;

(iv) Apply the exclusion only to the earned income of persons other than the primary earner;

(v) Apply the exclusion to applicants, newly admitted families, existing tenants, or persons joining the family;

(vi) Make the exclusion temporary or permanent, for the PHA, the family, or the affected family member;

(vii) Make the exclusion graduated, so that more earned income is excluded at first and less earned income is excluded after a period of time;

(viii) Exclude any or all of the costs that are incurred in order to go to work but are not compensated, such as the cost of special tools, equipment, or clothing;

(ix) Exclude any or all of the costs that result from earning income, such as social security taxes or other taxes that are withheld in payroll deductions;

(x) Exclude any portion of the earned income that is not available to meet the family's own needs, such as amounts that are paid to someone outside the family for alimony or child support; and

(xi) Exclude any portion of the earned income that is necessary to replace benefits lost because a family member becomes employed, such as amounts that the family pays for medical costs or to obtain medical insurance.

(2) Any amounts that are excluded from annual income under this paragraph (d) may not also be deducted in determining adjusted income, as defined in § 5.611.

(3) Housing agencies do not need HUD approval to adopt optional earned income exclusions.

(4) In the calculation of Performance Funding System operating subsidy eligibility, housing agencies will have to absorb any loss in rental income that results from the adoption of any of the optional earned income exclusions discussed in paragraph (d)(1) of this section, including any variations of the listed options.

* * * * *

~~§ 5.611 Adjusted income.~~

~~Adjusted income means annual income (as determined by the responsible entity) of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions:~~

2649

"Assets or net family assets (24 CFR §5.603)" Exhibit C

§ 5.601 Purpose and applicability.

(a) This subpart establishes definitions and requirements concerning income limits for admission, annual income, adjusted income, total tenant payment, utility allowances and reimbursements, and recertification of income and family composition for:

(1) HUD's public housing programs, including its public housing homeownership programs.

(2) Housing assisted under section 8 of the United States Housing Act of 1937 (the 1937 Act) (42 U.S.C. 1437f).

(i) Section 5.613 (Total tenant payment) and the definitions of "*tenant rent*" and "*total tenant payment*" found in § 5.603 do not apply to the Section 8 Rental Voucher Program.

(ii) Section 5.615 (Utility reimbursement) and the definition of "*utility reimbursement*" found in § 5.603 also do not apply to the Section 8 Rental Voucher Program. For the Voucher Program, in cases where the amount of the HAP payment exceeds the rent to owner, the excess will be paid to the family.

(iii) Section 5.607 (Income limits for admission) does not apply to the Section 8 Rental Voucher and Rental Certificate Programs.

(3) Applicants and tenants assisted under sections 10(c) and 23 of the 1937 Act as in effect before amendment by the Housing and Community Development Act of 1974 (42 U.S.C. 1410 and 1421b (1970 ed.)).

(b) This subpart does not apply to HUD's Indian housing programs. The analogous rule that applies to Indian housing is located at 24 CFR part 950.

§ 5.603 Definitions.

As used in this subpart:

(a) *Terms found elsewhere in part 5*—(1) *Subpart A.* The terms *1937 Act, elderly person, public housing, public housing agency* (PHA), and *Section 8* are defined in § 5.100.

(2) *Subpart D.* The terms "disabled family", "elderly family", "family", "live-in aide", and "person with disabilities" are defined in § 5.403.

(b) The following terms shall have the meanings set forth below:

Adjusted income. See § 5.611.

Annual income. See § 5.609.

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

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

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

Economic self-sufficiency program. Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Extremely low income family. A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Full-time student. A person who is attending school or vocational training on a full-time basis.

Imputed welfare income. See § 5.615.

Low income family. A family whose annual income does not exceed 80 percent of the median income for the area.

2723
2649

Exhibit C

as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes.

Medical expenses. Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Monthly adjusted income. One twelfth of adjusted income.

Monthly income. One twelfth of annual income.

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

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

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

Owner has the meaning provided in the relevant program regulations. As used in this subpart, where appropriate, the term "owner" shall also include a "borrower" as defined in part 891 of this title.

Tenant rent. The amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing). (This term is not used in the Section 8 voucher program.)

Total tenant payment. See §5.613.

Utility allowance. If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility reimbursement. The amount, if any, by which the utility allowance for a unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (This definition is not used in the Section 8 voucher program, or for a public housing family that is paying a flat rent.)

Very low income family. A family whose annual income does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

Work activities. See definition at section 407(d) of the Social Security Act (42 U.S.C. 607(d)).

[61 FR 5488, Oct. 18, 1996, as amended at 65 FR 16716, Mar. 29, 2000]

EFFECTIVE DATE NOTE: At 65 FR 16716, Mar. 29, 2000, §5.403 was amended by revising paragraph (a), by removing paragraphs (b) and (c), and by redesignating paragraph (d) as paragraph (b); newly designated paragraph (b) was amended by revising the definitions

Exhibit C

of "full-time student", "tenant rent", and "utility reimbursement", and by adding definitions of "economic self-sufficiency program", "extremely low income family", "imputed welfare income", "low income family", "very low income family", and "work activities", and in the definition of "owner", by removing the phrase "24 CFR part 883" and replacing it with "part 891 of this title", effective Apr. 28, 2000. For the convenience of the user, the superseded text is set forth as follows:

§ 5.603 Definitions.

* * * * *

(a) The terms *elderly person, low-income family, person with disabilities, State,* and *very low-income family* are defined in section 3(b) of the 1937 Act (42 U.S.C. 1437a(b)).

(b) The terms *1937 Act* and *public housing agency (PHA)* are defined in § 5.100.

(c) The terms *disabled family, elderly family, family,* and *live-in aide* are defined in § 5.403.

* * * * *

Full-time student. A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

* * * * *

Tenant rent. The amount payable monthly by the family as rent to the PHA or owner, as applicable. Where all utilities (except telephone) and other essential housing services are supplied by the PHA or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the PHA or owner and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance.

* * * * *

Utility reimbursement. The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit.

~~§ 5.605 Overall income eligibility for assistance.~~

~~No family other than a low-income family shall be eligible for admission to a program covered by this part.~~

EFFECTIVE DATE NOTE: At 65 FR 16718, Mar. 29, 2000, § 5.605 was removed, effective Apr. 28, 2000.

§ 5.607 Income limits for admission.

(a) *General*—(1) *Admission to units available before October 1, 1981.* Not more than 25 percent of the dwelling units that were available for occupancy under Annual Contributions Contracts (ACC) and Section 8 Housing Assistance Payments (HAP) Contracts taking effect before October 1, 1981 and that are leased on or after that date shall be available for leasing by low-income families other than very low-income families. HUD reserves the right to limit the admission of low-income families other than very low-income families to these units.

(2) *Admission to units available on or after October 1, 1981.* Not more than 15 percent of the dwelling units that initially become available for occupancy under Annual Contributions Contracts (ACC) and Section 8 Housing Assistance Payments (HAP) Contracts on or after October 1, 1981 shall be available for leasing by low-income families other than very low-income families. Except with the prior approval of HUD under paragraphs (b) and (c) of this section, no low-income family, other than a very low-income family shall be admitted to these units.

(b) *Request for exception.* A request by a PHA or owner for approval of admission of low-income families other than very low-income families to units described in paragraph (a)(2) of this section must state the basis for requesting the exception and provide supporting data. Bases for exceptions that may be considered include the following:

(1) *For Section 8 Programs.* (i) Low-income families that would otherwise be displaced from Section 8 Substantial Rehabilitation or Moderate Rehabilitation projects;

(ii) Low-income families that are displaced as a result of Rental Rehabilitation or Development activities assisted under section 17 of the 1937 Act (42 U.S.C. 1437o), or as a result of activities under the Rental Rehabilitation Demonstration Program;

(iii) Need for admission of a broader range of tenants to preserve the financial or management viability of a

2723
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"Individuals Exempt from Community Service or Self-Sufficiency Work Activities (24 CFR §960.601 (b))"

Exhibit D

Approved by the Office of Management and Budget under OMB control number 2577-0[illegible])

§960.[illegible] Special rent requirements and other terms and conditions.

The HA shall lease units to Officers under a lease agreement that is consistent with the requirements of this section and 24 CFR part [illegible]. The requirements of this section shall take precedence if there is any inconsistency between them and 24 CFR part [illegible].

(a) *Reasonable rent.* The lease shall provide for a reasonable rent, which may be a flat amount not related to the Officer's income. The HA should attempt to establish a rent that will provide an incentive to Officers to reside in the units but that is also consistent with the limited loss of income requirement of §960.[illegible](a)(4)(ii) of this part. As required in §960.[illegible](a)(1) of this part, the plan must state facts and circumstances (such as, the rent that would ordinarily be charged for the unit, the HA's annual maintenance cost for the unit, the degree of difficulty in attracting Officers to reside in the unit, the extent of the crime problem in the development, and the anticipated benefits of the Officer's presence) that demonstrate the reasonableness of the rent amount.

(b) *Continued employment.* The lease shall provide that the Officer's right of occupancy is dependent on the continuation of the employment that qualified the Officer for residency in the development under the plan. The lease also shall provide that the Officer will move out of the leased unit within a reasonably prompt time, to be established by the lease, after termination of employment.

§960.[illegible] Applicability of the annual contributions contract subject to the Performance Funding System.

(a) *Annual contributions contract.* Except to the extent that eligibility requirements are exempted under §960.[illegible] of this part, public housing units occupied by Officers in accordance with a plan submitted and approved under this subpart will be subject to the terms and conditions of the annual contributions contract (ACC) between the HA and the United States of America. This subpart does not override any of the terms and conditions of the ACC except insofar as they are inconsistent with the provisions of this subpart.

(b) *Performance funding system.* For purposes of the operating subsidy under the Performance Funding System (PFS) described in part [illegible], subpart A of this chapter, dwelling units allocated to Officers in accordance with this subpart are excluded from the total unit months available, as defined in §[illegible] of this chapter. Also for purposes of the operating subsidy under the PFS, the full amount of any rent paid by Officers in accordance with this subpart is included in other income, as defined in §[illegible] of this chapter. HAs may receive operating subsidy for one unit per housing development to promote economic self-sufficiency services or anti-drug programs, including housing police officers and security personnel. An HA may request consideration of such units in its calculation of operating subsidy eligibility through the appropriate local HUD Office.

Subpart F—When Resident Must Perform Community Service Activities or Self-Sufficiency Work Activities

SOURCE: 65 FR 16729, Mar. 29, 2000, unless otherwise noted.

EFFECTIVE DATE NOTE: At 65 FR 16729, subpart F to part [illegible] was added, effective Apr. 28, 2000.

§960.600 Implementation.

PHAs and residents must comply with the requirements of this subpart beginning with PHA fiscal years that commence on or after October 1, 2000. Unless otherwise provided by §903.11 of this chapter, Annual Plans submitted for those fiscal years are required to contain information regarding the PHA's compliance with the community service requirement, as described in §903.7 of this chapter.

§960.601 Definitions.

(a) *Definitions found elsewhere.*

(1) *General definitions.* The following terms are defined in part 5, subpart A of this title: *public housing, public housing agency* (PHA).

(2) *Definitions concerning income and rent.* The following terms are defined in part 5, subpart F of this title: *economic self-sufficiency program; work activities.*

(b) *Other definitions.* In addition to the definitions in paragraph (a) of this section, the following definitions apply:

Community service. The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Exempt individual. An adult who:

(1) Is 62 years or older;

(2)(i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the

26 49

Exhibit D

Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or

(ii) Is a primary caretaker of such individual:

(3) Is engaged in work activities:

(4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or

(5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Service requirement. The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with § 960.603.

§ 960.603 General requirements.

(a) *Service requirement.* Except for any family member who is an exempt individual, each adult resident of public housing must:

(1) Contribute 8 hours per month of community service (not including political activities); or

(2) Participate in an economic self-sufficiency program for 8 hours per month; or

(3) Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section.

(b) *Family violation of service requirement.* The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term (see § 966.4(l)(2)(i) of this chapter).

§ 960.605 How PHA administers service requirements.

(a) *PHA policy.* Each PHA must develop a local policy for administration of the community service and economic self-sufficiency requirements for public housing residents.

(b) *Administration of qualifying community service or self-sufficiency activities for residents.* The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions.

(c) *PHA responsibilities.* (1) The PHA policy must describe how the PHA determines which family members are subject to or exempt from the service requirement, and the process for determining any changes to exempt or nonexempt status of family members.

(2) The PHA must give the family a written description of the service requirement, and of the process for claiming status as an exempt person and for PHA verification of such status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons.

(3) The PHA must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve month lease term. If qualifying activities are administered by an organization other than the PHA, the PHA shall obtain verification of family compliance from such third parties.

(4) The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

(5) The PHA must comply with nondiscrimination and equal opportunity requirements listed at § 5.105(a) of this title.

2723

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Exhibit F

OCCUPANCY GUIDELINES

The corporation does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The Occupancy Guidelines for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy guidelines, an adult is a person 18 years or older.

All guidelines relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

One bedroom will be generally assigned for every two family members. The corporation shall consider factors such as family characteristics including sex, age, or relationship, the number of bedrooms and the size of sleeping areas or bedrooms and the overall size of the dwelling unit. Consideration shall also be given for medical reasons and the presence of a live-in aide.

Single person families shall be allocated one bedroom.

GUIDELINES FOR DETERMINING BEDROOM SIZE FOR WAIT LIST

Bedroom Size	Persons in Household: (Minimum #)	Persons in Household: (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10

27 23
26 49

Exhibit G

OCCUPANCY STANDARDS

Building Code Guidelines for Determining Occupancy

I. City and County of Honolulu (Oahu)

A. One (1) or more bedrooms

1. Living Room (minimum size is 150 sq. ft.)
   Measure living room area (do not include kitchen area, but may include dining space if in one area)

1st 70 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

2. Bedrooms
   Measure bedroom area (do not include closet, halls, bathrooms)

1st 70 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

B. Efficiency Units (Studios)
Measure living room area (do not include kitchen area, but may include dining space if in one area)

1st 70 sq. ft.	2 persons
each additional 100 sq. ft.	1 person per 100 sq. ft.

II. County of Maui (Maui, Lanai and Molokai)

A. One (1) or more bedrooms

1. Living Room - Cannot be used as a sleeping area
2. Bedrooms
   Measure bedroom area (do not include closet, halls, bathrooms)

1st 70 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

B. Efficiency Units (studios)
Measure living room area (do not include kitchen area, but may include dining space if in one area)

1st 70 sq. ft.	2 persons
each additional 100 sq. ft.	1 person per 100 sq. ft.

Proposed 2/20/01

III. County of Kauai

A. One (1) or more bedrooms

1. Living Room - Cannot be used as a sleeping area
2. Bedroom #1
   Measure bedroom area (do not include closet, halls, bathrooms)

1st 120 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

3. Bedroom #2
   Measure bedroom area (do not include closet, halls, bathrooms)

1st 70 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

4. Bedroom #3 and on
   Measure bedroom area (do not include closet, halls, bathrooms)

1st 80 sq. ft.	2 persons
each additional 50 sq. ft.	1 person per 50 sq. ft.

B. Efficiency Units (studios)
   Measure living room area (do not include kitchen area, but may include dining space if in one area)

1st 70 sq. ft.	2 persons
each additional 100 sq. ft.	1 person per 100 sq. ft.

IV. County of Hawaii

A. One (1) or more bedrooms (Housing Code states that overcrowding is prohibited)

1. Living Room - (must be 120 sq. ft. minimum)
2. Bedroom #1 - (must be 120 sq. ft. minimum)
3. Bedroom #2 - (must be 80 sq. ft. minimum)

B. Efficiency Units (studios)
   Measure living room area (do not include kitchen area, but may include dining space if in one area)

1st 70 sq. ft.	2 persons
each additional 100 sq. ft.	1 person per 100 sq. ft.

Exhibit B

LIGHTING USAGE TABLES

NFC Inc.

2723

2649

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 0

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	1	120	3	1095	131
Lamps	2	60	4	1460	175
Living Room	1	120	5	1825	219
Hall/Stairs	1	60	3	1095	66
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	986

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 1

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	1	120	3	1095	131
Lamps	2	60	4	1460	175
Living Room	1	120	5	1825	219
Hall/Stairs	1	60	3	1095	66
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	986

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 2

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	2	120	3	1095	263
Lamps	3	60	4	1460	263
Living Room	1	120	5	1825	219
Hall/Stairs	2	60	3	1095	131
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1270

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 3

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	1	120	2	730	88
Bedroom	3	120	3	1095	394
Lamps	4	60	4	1460	350
Living Room	1	120	5	1825	219
Hall/Stairs	2	60	3	1095	131
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1489

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 4

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	2	120	2	730	175
Bedroom	4	120	3	1095	526
Lamps	5	60	4	1460	438
Living Room	1	120	5	1825	219
Hall/Stairs	3	60	3	1095	197
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	1862

LIGHTING USAGE TABLE

PROJECT: HCDCH

NUMBER OF BEDROOMS: 5

AREA NAME	NUMBER OF FIXTURES	WATTS PER FIXTURE	HOURS PER DAY	HOURS PER YEAR	KWH PER YEAR
Porches	2	60	3	1095	131
Kitchen	1	120	4	1460	175
Bathroom	2	120	2	730	175
Bedroom	5	120	3	1095	657
Lamps	6	60	4	1460	526
Living Room	1	120	5	1825	219
Hall/Stairs	3	60	3	1095	197
Closet	0	0	1	365	0
Dining Room	0	0	2	730	0
Utility	0	0	1	365	0
Storage	0	0	1	365	0
Pantry	0	0	2	730	0
				TOTAL	2081

CALCULATIONS FOR ELECTRIC DOMESTIC HOT WATER HEATERS

NPC Inc.

2723
2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 0 BR**	
Unit Type:	0 BR	
Number of Bedrooms:	0	Bedrooms
Estimated Number of Occupants:	1	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	2,843	kBtu/yr
Total Energy Required:	3,523	kBtu/yr
Primary Fuel Required:	**1,032**	**kWh/Year**

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 1 BR**	
Unit Type:	1 BR	
Number of Bedrooms:	1	Bedrooms
Estimated Number of Occupants:	2	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	5,687	kBtu/yr
Total Energy Required:	6,367	kBtu/yr
Primary Fuel Required:	**1,866**	**kWh/Year**

2723

2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name **HCDCH 2 BR**

Unit Type:	2 BR	
Number of Bedrooms:	2	Bedrooms
Estimated Number of Occupants:	3	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	8,530	kBtu/yr
Total Energy Required:	9,210	kBtu/yr
Primary Fuel Required:	**2,699**	**kWh/Year**

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 3 BR**	
Unit Type:	3 BR	
Number of Bedrooms:	3	Bedrooms
Estimated Number of Occupants:	5	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	14,217	kBtu/yr
Total Energy Required:	15,044	kBtu/yr
Primary Fuel Required:	**4,408**	**kWh/Year**

2723

2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name **HCDCH 4 BR**

Unit Type:	4 BR	
Number of Bedrooms:	4	Bedrooms
Estimated Number of Occupants:	7	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	19,903	kBtu/yr
Total Energy Required:	20,730	kBtu/yr
Primary Fuel Required:	**6,074**	**kWh/Year**

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 5 BR**	
Unit Type:	5 br	
Number of Bedrooms:	5	Bedrooms
Estimated Number of Occupants:	9	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	100%	
Assumed Standing Pilot?	no	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Electric	
Pilot Consumption:		kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	25,590	kBtu/yr
Total Energy Required:	26,417	kBtu/yr
Primary Fuel Required:	**7,740**	**kWh/Year**

2723

2649

MISCELLANEOUS ELECTRIC ALLOWANCES

NTL Inc.

Housing and Community Development Corporation of Hawaii

Miscellaneous Electrical Allowances (all in kWh)

Bedroom Size	Television	Radio	Small Appliances	Fan	Total Annual Consumption	Total Monthly Consumption
0	250	35	300	25	610	51
1	250	35	350	25	661	55
2	250	35	375	50	712	59
3	250	35	400	70	758	63
4	250	35	425	100	814	68
5	250	35	450	125	865	72

2723
2649

CALCULATIONS FOR GAS DOMESTIC HOT WATER HEATERS

NFC, Inc.

26 4

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 0 BR**	
Unit Type:	0 BR	
Number of Bedrooms:	0	Bedrooms
Estimated Number of Occupants:	1	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	2,843	kBtu/yr
Total Energy Required:	7,027	kBtu/yr
Primary Fuel Required:	94	**Therms/Year**

2723

2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name **HCDCH 1 BR**

Unit Type:	1 BR	
Number of Bedrooms:	1	Bedrooms
Estimated Number of Occupants:	2	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	5,687	kBtu/yr
Total Energy Required:	9,871	kBtu/yr
Primary Fuel Required:	**132**	**Therms/Year**

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 2 BR**	
Unit Type:	2 BR	
Number of Bedrooms:	2	Bedrooms
Estimated Number of Occupants:	3	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	30	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	680	kBtu/yr
Consumption Energy Required:	8,530	kBtu/yr
Total Energy Required:	12,714	kBtu/yr
Primary Fuel Required:	**170**	**Therms/Year**

2723
2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name **HCDCH 3 BR**

Unit Type:	3 BR	
Number of Bedrooms:	3	Bedrooms
Estimated Number of Occupants:	5	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	14,217	kBtu/yr
Total Energy Required:	18,548	kBtu/yr
Primary Fuel Required:	**247**	**Therms/Year**

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 4 BR**	
Unit Type:	4 BR	
Number of Bedrooms:	4	Bedrooms
Estimated Number of Occupants:	7	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	19,903	kBtu/yr
Total Energy Required:	24,234	kBtu/yr
Primary Fuel Required:	**323**	**Therms/Year**

2723

2649

CALCULATIONS FOR DOMESTIC HOT WATER HEATERS

Project Name: Name	**HCDCH 5 BR**	
Unit Type:	5 BR	
Number of Bedrooms:	5	Bedrooms
Estimated Number of Occupants:	9	Occupants
Estimated Consumption Rate:	14	Gallons/Occupant/Day
Specific Heat of Water:	1.00	Btu/lb/F
Specific Volume of Water:	62.32	lb/cf
Volume Conversion:	7.48	gal/cf
Heuristic Exponent:	0.68	
Estimated Service Water Inlet Temperature:	55	F
Hot Water Supply Temperature:	120	F
Delta T:	65	F
Calender Schedule:	365	days/yr
Daily Schedule:	24	hrs/day
Total Operating Hours:	8,760	hrs/yr
Estimated Air Temperature At Tank:	72	F
Estimated Tank Size:	40	gal
Assumed Tank Insulation (R-Value):	12.00	F-sf-hr/Btu
R-Value of Shell Plus Air:	0.62	F-sf-hr/Btu
Estimated System Efficiency:	75%	
Assumed Standing Pilot?	yes	
Pilot Consumption Rate:	400	Btu/hr
Fuel Type:	Natural Gas	
Pilot Consumption:	3,504	kBtu/yr
Total Energy Lost:	827	kBtu/yr
Consumption Energy Required:	25,590	kBtu/yr
Total Energy Required:	29,921	kBtu/yr
Primary Fuel Required:	**399**	**Therms/Year**

"Rehabilitation 42 USC §13661(b) (2) (A) - (C)" Exhibit I

[Laws in effect as of January 6, 1999] [Document not affected by Public Laws enacted between January 6, 1999 and October 26, 2000] [CITE: 42USC13661]

TITLE 42--THE PUBLIC HEALTH AND WELFARE

CHAPTER 135--RESIDENCY AND SERVICE REQUIREMENTS IN FEDERALLY ASSISTED HOUSING

SUBCHAPTER V--SAFETY AND SECURITY IN PUBLIC AND ASSISTED HOUSING

Sec. 13661. Screening of applicants for federally assisted housing

(a) Ineligibility because of eviction for drug crimes

Any tenant evicted from federally assisted housing by reason of drug-related criminal activity (as such term is defined in section 1437a(b) of this title) shall not be eligible for federally assisted housing during the 3-year period beginning on the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the public housing agency (which shall include a waiver of this subsection if the cirrumstances leading to eviction no longer exist).

(b) Ineligibility of illegal drug users and alcohol abusers

(1) In general

Notwithstanding any other provision of law, a public housing agency or an owner of federally assisted housing, as determined by the Secretary, shall establish standards that prohibit admission to the program or admission to federally assisted housing for any household with a member--

(A) who the public housing agency or owner determines is illegally using a controlled substance; or

(B) with respect to whom the public housing agency or owner determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

(2) Consideration of rehabilitation

In determining whether, pursuant to paragraph (1)(B), to deny admission to the program or federally assisted housing to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, a public housing agency or an owner may consider whether such household member--

(A) has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);

(B) has otherwise been rehabilitated successfully and is no

Exhibit I

longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or

(C) is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).

(c) Authority to deny admission to criminal offenders

Except as provided in subsections (a) and (b) of this section and in addition to any other authority to screen applicants, in selecting among applicants for admission to the program or to federally assisted housing, if the public housing agency or owner of such housing (as applicable) determines that an applicant or any member of the applicant's household is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner, or public housing agency employees, the public housing agency or owner may--

(1) deny such applicant admission to the program or to federally assisted housing; and

(2) after the expiration of the reasonable period beginning upon such activity, require the applicant, as a condition of admission to the program or to federally assisted housing, to submit to the public housing agency or owner evidence sufficient (as the Secretary shall by regulation provide) to ensure that the individual or individuals in the applicant's household who engaged in criminal activity for which denial was made under paragraph (1) have not engaged in any criminal activity during such reasonable period.

(Pub. L. 105-276, title V, Sec. 576, Oct. 21, 1998, 112 Stat. 2639.)

Codification

Section was enacted as part of the Quality Housing and Work Responsibility Act of 1998, and not as part of subtitles C to F of title VI of Pub. L. 102-550 which comprise this chapter.

Section is comprised of section 576 of Pub. L. 105-276. Subsec. (d) of section 576 of Pub. L. 105-276 amended sections 1437d and 1437n of this title.

Effective Date

Subchapter effective and applicable beginning upon Oct. 1, 1999, except as otherwise provided, with provision that Secretary may implement any provision of subchapter before such date, except to extent otherwise provided, see section 503 of Pub. L. 105-276, set out as an Effective Date of 1998 Amendment note under section 1437 of this title.

Section Referred to in Other Sections

This section is referred to in section 1437d of this title.

Exhibit J

"Evidence of Citizenship or Eligible Immigrant Status (24 CFR §5.508)"

family residing in the unit is determined to have eligible status, as described in paragraph (a) of this section, or unless the family meets the conditions set forth in paragraph (b)(2) of this section.

(2) Despite the ineligibility of one or more family members, a mixed family may be eligible for one of the three types of assistance provided in §§ 5.516 and 5.518. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance as provided in §§ 5.516 and 5.518.

§ 5.508 Submission of evidence of citizenship or eligible immigration status.

(a) *General.* Eligibility for assistance or continued assistance under a Section 214 covered program is contingent upon a family's submission to the responsible entity of the documents described in paragraph (b) of this section for each family member. If one or more family members do not have citizenship or eligible immigration status, the family members may exercise the election not to contend to have eligible immigration status as provided in paragraph (c) of this section, and the provisions of §§ 5.516 and 5.518 shall apply.

(b) *Evidence of citizenship or eligible immigration status.* Each family member, regardless of age, must submit the following evidence to the responsible entity.

(1) For U.S. citizens or U.S. nationals, the evidence consists of a signed declaration of U.S. citizenship or U.S. nationality. The responsible entity may request verification of the declaration by requiring presentation of a United States passport or other appropriate documentation, as specified in HUD guidance.

(2) For noncitizens who are 62 years of age or older or who will be 62 years of age or older and receiving assistance under a Section 214 covered program on September 30, 1996 or applying for assistance on or after that date, the evidence consists of:

(i) A signed declaration of eligible immigration status; and

(ii) Proof of age document.

(3) For all other noncitizens, the evidence consists of:

(i) A signed declaration of eligible immigration status;

(ii) One of the INS documents referred to in § 5.510; and

(iii) A signed verification consent form.

(c) *Declaration.* (1) For each family member who contends that he or she is a U.S. citizen or a noncitizen with eligible immigration status, the family must submit to the responsible entity a written declaration, signed under penalty of perjury, by which the family member declares whether he or she is a U.S. citizen or a noncitizen with eligible immigration status.

(i) For each adult, the declaration must be signed by the adult.

(ii) For each child, the declaration must be signed by an adult residing in the assisted dwelling unit who is responsible for the child.

(2) *For Housing covered programs:* The written declaration may be incorporated as part of the application for housing assistance or may constitute a separate document.

(d) *Verification consent form*—(1) *Who signs.* Each noncitizen who declares eligible immigration status (except certain noncitizens who are 62 years of age or older as described in paragraph (b)(2) of this section) must sign a verification consent form as follows.

(i) For each adult, the form must be signed by the adult.

(ii) For each child, the form must be signed by an adult residing in the assisted dwelling unit who is responsible for the child.

(2) *Notice of release of evidence by responsible entity.* The verification consent form shall provide that evidence of eligible immigration status may be released by the responsible entity without responsibility for the further use or transmission of the evidence by the entity receiving it, to:

(i) HUD, as required by HUD; and

(ii) The INS for purposes of verification of the immigration status of the individual.

(3) *Notice of release of evidence by HUD.* The verification consent form also shall notify the individual of the possible release of evidence of eligible immigration status by HUD. Evidence of eligible immigration status shall

2649

Exhibit J

only be released to the INS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the INS.

(e) *Individuals who do not assert that they have eligible status.* If one or more members of a family elect not to contend that they have eligible immigration status, and other members of the family establish their citizenship or eligible immigration status, the family may be eligible for assistance under §§ 5.516 and 5.518, or § 5.520, despite the fact that no declaration or documentation of eligible status is submitted for one or more members of the family. The family, however, must identify in writing to the responsible entity, the family member (or members) who will elect not to contend that he or she has eligible immigration status.

(f) *Notification of requirements of Section 214—(1) When notice is to be issued.* Notification of the requirement to submit evidence of citizenship or eligible immigration status, as required by this section, or to elect not to contend that one has eligible status as provided by paragraph (e) of this section, shall be given by the responsible entity as follows:

(i) *Applicant's notice.* The notification described in paragraph (f)(1) of this section shall be given to each applicant at the time of application for assistance. Applicants whose applications are pending on June 19, 1995, shall be notified of the requirement to submit evidence of eligible status as soon as possible after June 19, 1995.

(ii) *Notice to tenants.* The notification described in paragraph (f)(1) of this section shall be given to each tenant at the time of, and together with, the responsible entity's notice of regular reexamination of income, but not later than one year following June 19, 1995.

(iii) *Timing of mortgagor's notice.* A mortgagor receiving Section 235 assistance must be provided the notification described in paragraph (f)(1) of this section and any additional requirements imposed under the Section 235 Program.

(2) *Form and content of notice.* The notice shall:

(i) State that financial assistance is contingent upon the submission and verification, as appropriate, of evidence of citizenship or eligible immigration status, as required by paragraph (a) of this section;

(ii) Describe the type of evidence that must be submitted, and state the time period in which that evidence must be submitted (see paragraph (g) of this section concerning when evidence must be submitted); and

(iii) State that assistance will be prorated, denied or terminated, as appropriate, upon a final determination of ineligibility after all appeals have been exhausted (see § 5.514 concerning INS appeal, and informal hearing process) or, if appeals are not pursued, at a time to be specified in accordance with HUD requirements. Tenants also shall be informed of how to obtain assistance under the preservation of families provisions of §§ 5.516 and 5.518.

(g) *When evidence of eligible status is required to be submitted.* The responsible entity shall require evidence of eligible status to be submitted at the times specified in paragraph (g) of this section, subject to any extension granted in accordance with paragraph (h) of this section.

(1) *Applicants.* For applicants, responsible entities must ensure that evidence of eligible status is submitted not later than the date the responsible entity anticipates or has knowledge that verification of other aspects of eligibility for assistance will occur (see § 5.512(a)).

(2) *Tenants.* For tenants, evidence of eligible status is required to be submitted as follows:

(i) For financial assistance under a Section 214 covered program, with the exception of Section 235 assistance payments, the required evidence shall be submitted at the first regular reexamination after June 19, 1995, in accordance with program requirements.

(ii) For financial assistance in the form of Section 235 assistance payments, the mortgagor shall submit the required evidence in accordance with requirements imposed under the Section 235 Program.

(3) *New occupants of assisted units.* For any new occupant of an assisted unit (e.g., a new family member comes to

2723

264.

Exhibit J

reside in the assisted unit), the required evidence shall be submitted at the first interim or regular reexamination following the person's occupancy.

(4) *Changing participation in a HUD program.* Whenever a family applies for admission to a Section 214 covered program, evidence of eligible status is required to be submitted in accordance with the requirements of this subpart unless the family already has submitted the evidence to the responsible entity for a Section 214 covered program.

(5) *One-time evidence requirement for continuous occupancy.* For each family member, the family is required to submit evidence of eligible status only one time during continuously assisted occupancy under any Section 214 covered program.

(b) *Extensions of time to submit evidence of eligible status*—(1) *When extension must be granted.* The responsible entity shall extend the time, provided in paragraph (g) of this section, to submit evidence of eligible immigration status if the family member:

(i) Submits the declaration required under §5.508(a) certifying that any person for whom required evidence has not been submitted is a noncitizen with eligible immigration status; and

(ii) Certifies that the evidence needed to support a claim of eligible immigration status is temporarily unavailable, additional time is needed to obtain and submit the evidence, and prompt and diligent efforts will be undertaken to obtain the evidence.

(2) *Thirty-day extension period.* Any extension of time, if granted, shall not exceed thirty (30) days. The additional time provided should be sufficient to allow the individual the time to obtain the evidence needed. The responsible entity's determination of the length of the extension needed shall be based on the circumstances of the individual case.

(3) *Grant or denial of extension to be in writing.* The responsible entity's decision to grant or deny an extension as provided in paragraph (h)(1) of this section shall be issued to the family by written notice. If the extension is granted, the notice shall specify the extension period granted (which shall not exceed thirty (30) days). If the extension is denied, the notice shall explain the reasons for denial of the extension.

(i) *Failure to submit evidence or to establish eligible status.* If the family fails to submit required evidence of eligible immigration status within the time period specified in the notice, or any extension granted in accordance with paragraph (h) of this section, or if the evidence is timely submitted but fails to establish eligible immigration status, the responsible entity shall proceed to deny, prorate or terminate assistance, or provide continued assistance or temporary deferral of termination of assistance, as appropriate, in accordance with the provisions of §§5.514, 5.516, and 5.518.

(ii) [Reserved]

[61 FR 13616, Mar. 27, 1996, as amended at 61 FR 60539, Nov. 29, 1996; 64 FR 25731, May 12, 1999]

~~§5.510 Documents of eligible immigration status.~~

~~(a) *General.* A responsible entity shall request and review original documents of eligible immigration status. The responsible entity shall retain photocopies of the documents for its own records and return the original documents to the family.~~

~~(b) *Acceptable evidence of eligible immigration status.* Acceptable evidence of eligible immigration status shall be the original of a document designated by INS as acceptable evidence of immigration status in one of the six categories mentioned in §5.508(a) for the specific immigration status claimed by the individual.~~

~~[61 FR 13616, Mar. 27, 1996, as amended at 61 FR 60539, Nov. 29, 1996; 64 FR 25731, May 12, 1999]~~

~~§5.512 Verification of eligible immigration status.~~

~~(a) *General.* Except as described in paragraph (b) of this section and §5.514, no individual or family applying for assistance may receive such assistance prior to the verification of the eligibility of at least the individual or one family member. Verification of eligibility consistent with §5.514 occurs when the individual or family members have submitted documentation to the responsible entity in accordance with §5.508.~~

2649

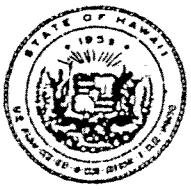
Fair Market Rents (24 C.F.R. §888)

(Effective DEC 16 2005, 2005)

County	Studio	1 BR	2 BR	3 BR	4 BR
Honolulu	$836	$997	$1,205	$1,757	$2,069
Hawaii	$627	$753	$845	$1,191	$1,306
Maui	$921	$1,021	$1,187	$1,588	$1,701
Kauai	$739	$832	$1,096	$1,375	$1,497

H

BENJAMIN J. CAYETANO
GOVERNOR



SHARYN L. MIYASHIRO
EXECUTIVE DIRECTOR

ROBERT J. HALL
EXECUTIVE ASSISTANT

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
677 QUEEN STREET, SUITE 300
Honolulu, Hawaii 96813
FAX: (808) 587-0600

ADMINISTRATIVE MEMORANDUM

ADMIN. NO. 07
October 12, 2001

To: All Branches, Sections, Units and Support Offices

From: Sharyn L. Miyashiro *Sharyn Miyashiro*
Executive Director

Subject: **REASONABLE ACCOMMODATION AND MODIFICATION PROCEDURES FOR HCDCH**

I. GENERAL

The purpose of this administrative memorandum is to establish that the Housing and Community Development Corporation of Hawaii (HCDCH) recognizes its obligations to reasonably accommodate individuals with disabilities in all phases of its operations. This includes applicants for housing operated by the HCDCH, residents in housing managed by the HCDCH, and employment applicants and employees of the HCDCH.

II. POLICY

In accordance with regulations, and in recognition of HCDCH's obligations, HCDCH's statement of non-discriminatory policy is set forth in Resolution No. 003 (copy attached).

III. PROCEDURES

HCDCH will make reasonable accommodations/modifications to rules, policies, practices and procedures to enable an individual with a disability to benefit from the program(s) offered by HCDCH where the individual is an applicant, resident, or employee. HCDCH will make accommodations that are both *reasonable* and *necessary* to afford equal opportunity to an individual with a disability.

Explain to all job and housing applicants, residents and employees that they may initiate a request for a reasonable accommodation/modification to afford them equal opportunity.

A. Eligibility

In order to be eligible for a reasonable accommodation/modification, an individual must be considered handicapped/disabled by federal and/or state law. A handicapped/disabled person or a person with a disability is defined as someone who:

1. has a physical or emotional impairment which substantially limits one or more major life activities (functions such as caring for ones self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);

2. is regarded as having such an impairment; and

3. has a record of such an impairment.

The manager/supervisor or designated person receiving the request will explain to the individual the responsibility of the individual to provide the appropriate medical information related to the reasonable accommodation request when the disability and/or need for accommodation is not obvious.

The manager/supervisor or designated person receiving the request will explain to the individual the agency's right to request relevant supplemental medical information if the information submitted does not clearly explain the nature of the disability, need for accommodation, or does not otherwise clarify how the requested accommodation will assist the individual.

The manager/supervisor or designated person receiving the request will explain to the individual the agency's right to have medical information reviewed by a medical expert of HCDCH's choosing at HCDCH's expense.

B. Process

1. Reasonable accommodation requests should be in writing. Exceptions will be made if the individual has a physical or emotional impairment that prevents him/her from submitting a request in this manner. Employees may assist in filling out the form.

2. Verification through third party is the responsibility of the management unit, branch, section, or office receiving the request. If additional information is needed send a letter to the individual requesting additional information or arrange to meet with the individual. Documentation is important to show the interactive process between HCDCH and the individual.

3. Once the disability has been verified the request must be faxed to the Compliance Office to determine whether a request is reasonable and necessary. The Compliance Office may propose an alternative that is equally as effective in affording equal opportunity.

4. Upon a determination from the Compliance Office a response will be faxed back within 5 working days. The management unit, branch, section or office will respond in writing or in a manner understandable to the individual within 20 working days from the date of the request.

5. HCDCH will make accommodations that are both *reasonable* and *necessary* to afford an individual with a disability equal opportunity.

6. HCDCH does not by law have to honor a reasonable accommodations request which would result in:

   a. A fundamental alteration in the nature of the program, which means that management does not have to provide services, which are not presently being provided. In such a case, the individual may obtain service(s) on his or her own.

   b. An undue financial burden, which, means an accommodation, which, cannot be accomplished without a substantial financial investment which is prohibited by the nature and size of the program or could be accomplished only with a rent increase (prohibited by HUD) or a reduction in benefits and/or services to other tenants.

   c. An undue administrative burden, which means the accommodation would not easily be accomplished with existing staff and would require the hiring of additional staff. If the request requires staff to invest more than ten (10) hours per month, it is an administrative burden.

7. If an accommodation request falls into one of the three categories in 6 above, management will endeavor to identify an equally effective means of meeting the individual's need, not on preference.

   Management may also, where a request is denied for reasons permitted by law, allow the individual to make modifications at their own expense. In some cases, HCDCH may require the individual to escrow money so that any modification made can be restored at the conclusion of an individual's tenancy.

8. Management will allow assistive and companion animals after verification from a 3rd party qualified to assess the need of the individual. The tenant is responsible for the conduct of the animal at all times in a manner consistent with the lease.

9. If an individual believes that his/her reasonable accommodation request has been improperly handled or denied, the individual should contact the HCDCH's Section 504/ADA Coordinator/Fair Housing Officer at:

   P.O. Box 17907
   Honolulu, Hawaii 96817
   Phone No. 832-6003

10. This reasonable accommodation/modification policy and procedures also applies to employees with disabilities that meet the definition of a person with a disability contained in this policy. Employees with disabilities shall, subject to the limitations described in 6 above, be eligible for reasonable accommodation/ modification that will permit them to perform the essential functions of the job.

11. Consideration of all accommodation/modification requests shall be made on a case by case basis.

12. Individuals who believe they have been discriminated against on the basis of disability may bring their complaint to the HCDCH Section 504/ADA Coordinator/Fair Housing Officer (complaint procedure attached as exhibit H) named in 9 above, and may also file a complaint alleging discrimination with:

    Assistant Secretary for Fair Housing and Equal Opportunity
    U.S. Department of Housing and Urban Development
    Washington, D.C. 20410

EQUAL OPPORTUNITY TO SERVICES

THE HAWAII DEPARTMENT OF HUMAN SERVICES is committed to providing services and opportunities for persons to participate in its programs and activities without regard to race, color, national origin, age, sex, disability, religion or political beliefs. This applies to the application for services, determination of eligibility, and decisions relating to on-going services and benefits.

ACCOMMODATIONS to assist you in accessing our services (e.g. sign or foreign language interpreters, large print, taped materials or accessible parking, etc.) can be provided at no charge, if requested ahead of time.

A COMPLAINT may be filed if you believe that you have been discriminated against. To do so, contact the Department's CIVIL RIGHTS COMPLIANCE OFFICE at P. O. Box 339, Honolulu, Hawaii 96809-0339, or Phone: 586-4955 (voice) or 586-4959 (TT).

Information about your complaint will not be released to anyone except if necessary to investigate and resolve your complaint.

Equal Opp. to Svcs. - English
DHS-9003 (06/95)

EQUAL OPPORTUNITY TO SERVICES

THE HAWAII DEPARTMENT OF HUMAN SERVICES is committed to providing services and opportunities for persons to participate in its programs and activities without regard to race, color, national origin, age, sex, disability, religion or political beliefs. This applies to the application for services, determination of eligibility, and decisions relating to on-going services and benefits.

ACCOMMODATIONS to assist you in accessing our services (e.g. sign or foreign language interpreters, large print, taped materials or accessible parking, etc.) can be provided at no charge, if requested ahead of time.

A COMPLAINT may be filed if you believe that you have been discriminated against. To do so, contact the Department's CIVIL RIGHTS COMPLIANCE OFFICE at P. O. Box 339, Honolulu, Hawaii 96809-0339, or Phone: 586-4955 (voice) or 586-4959 (TT).

Information about your complaint will not be released to anyone except if necessary to investigate and resolve your complaint.

Equal Opp. to Svcs. - English
DHS-9003 (06/95)

Wewen jeraman ko im jemaron in bok kunaad ie

Department eo an Human Services ilo Hawaii ej tomak ilo lelok jiban im lukun jeraman ko jet nan armej nan aer bok kunaer ilo program im emakitkit ko woj ilo ejelok kalijoklok ikijien jikin lotak, kil, kabun, dettan, man ak kora, naninmej ak utame ko an enbwin.

Wewen ko renaj bar jelet wot application eo am im bareinwot, aer naaj lale elane kokkar nan am maron buki services kein im bareinwot benefits kein.
Men eo im kom naaj monono in jiban eok kaki_ (wanjonak: katakin eok kilen ukok sign ak foreign language, large print, taped materials or accessible parking, etc.) kom maron lewaj ilo ejjelok onaer ne konaj kajjitok moktalok im jab rumuj.

Komaron komman am abnono ne kwoj kwoj kile ke ejjab jokkun wot juon am jerbal ibbam ilo am naaj kir lok Department's Civil Rights Compliance Office ilo P. O. Box 339, Honolulu, Hawaii 96809-0339. Ne ejjab eokwe call lok 586-4955 (Voice) ak 586-4959 (TT).

Melele ko im renaj jelet complain eo am reban walok nan jabdewot kain jokjokwotomjej ijelokkin wot ne renaj aikuj bwe ren etali im komeleleiki complain eo am.

Wewen jeraman ko im jemaron in bok kunaad ie

Department eo an Human Services ilo Hawaii ej tomak ilo lelok jiban im lukun jeraman ko jet nan armej nan aer bok kunaer ilo program im emakitkit ko woj ilo ejelok kalijoklok ikijien jikin lotak, kil, kabun, dettan, man ak kora, naninmej ak utame ko an enbwin.

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Melele ko im renaj jelet complain eo am reban walok nan jabdewot kain jokjokwotomjej ijelokkin wot ne renaj aikuj bwe ren etali im komeleleiki complain eo am.

Equal Opp. to Svcs. – Marshallese
DHS 9003 (05/01)

EQUAL OPPORTUNITY SERVICES (servicios para la egualdad de derechos) La Seccion de Hawaii de Servicios Humanos se compromete a mantener servicios y oportunidades para las personas participaren en sus programas y actividades sin tener en cuenta a raza, color, el origen nacional, edad, sexo, incapacidad, religion o creencias politicas. Esto se aplica a las peticiones para los servicios, determinacion de elegibilidad, y decisiones que se relacionan a los servicios continuos y beneficios.

COMODIDAD, para ayudarle acceder nuestros servicios (ex: interpretes de idioma e de conversasion por senas, materiales de impresion grande grabo e en cinta magnetofonica, o el aparcamiento accesible, etc.) puede proporcionarse sin ningun cargo, si hacieren pedido en adelantado.

Una QUEJA puede ser presentada si usted cree que hay discrminacion en contra. Para hacerlo, avise la OFICINA de COMPLACENCIA de DERECHOS CIVIL (CIVIL RIGHTS COMPLIANCE OFFICE) a P.O.Box 339, Honolulu, Hawaii.

No se soltara informacion sobre su queja a cualquiera, excepto si necesario investigar y resolver su queja.

Equal Opp. to Svcs. – Spanish
DHS 9003 (05/01)

EQUAL OPPORTUNITY SERVICES (servicios para la egualdad de derechos) La Seccion de Hawaii de Servicios Humanos se compromete a mantener servicios y oportunidades para las personas participaren en sus programas y actividades sin tener en cuenta a raza, color, el origen nacional, edad, sexo, incapacidad, religion o creencias politicas. Esto se aplica a las peticiones para los servicios, determinacion de elegibilidad, y decisiones que se relacionan a los servicios continuos y beneficios.

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Equal Opp. to Svcs. – Spanish
DHS 9003 (05/01)

NONOFENGEN NON PEKIN ANINIS

NON EI HAWAII DEPARTMENT OF HUMAN SERVICES kick mei fokun awora ekoch pekin aninis ren kich aramas io mi mochen nom won ekei pekin aninis me pwan ekoch me nukun ekei sia afata. Ina mo are kich sia feito seni neni ese nifinifin, anuach, nefonguch, kich mwam are fefin, namanam, io mi wor terin, me pwan om pusin nuknunuk non mun.

METOCH MEI TONGENI KAWOR ren ach sipwe tongeni anisi ach angang fan itom (ekei pekin pom, chon awewe non kapasan ekis, awatenon mesan mak, pisekin ausening, me pwan aninisin parking me pwan ekoch). Ese tongeni kamo are mei asinesin ngeni kich me mwan.

REN MET KOSAP TIPEW NGENI are pwe en mei nuku pwe en mei tongeni angei ekei pekin aninis, nge rese mut ngonuk are rese mochen aninisoch ngonuk, iei ei neni kopwe churir pwe repwe anisuk nampan, Department's CIVIL RIGHT COMPLIANCE OFFICE P. O. BOX 339, HONOLULU, HAWAII 96809-0339, or Phone: 586-4955 (voice) or 586-4959 (TT).

Ren noum ei torpwe ese fokun tongeni epwe mumuta ngeni emon chienon chok are epwe wor chosa won me pungunon om ei osukosuk kose tipweu ngeni.

Equal Opp. to Svcs. – Trukese
DHS 9003 (05/01)

NONOFENGEN NON PEKIN ANINIS

NON EI HAWAII DEPARTMENT OF HUMAN SERVICES kick mei fokun awora ekoch pekin aninis ren kich aramas io mi mochen nom won ekei pekin aninis me pwan ekoch me nukun ekei sia afata. Ina mo are kich sia feito seni neni ese nifinifin, anuach, nefonguch, kich mwam are fefin, namanam, io mi wor terin, me pwan om pusin nuknunuk non mun.

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Equal Opp. to Svcs. – Trukese
DHS 9003 (05/01)

PANTAY-PANTAY NA PAGKAKATAON SA MGA SERBISYO

ANG KAGAWARAN NG PANTAONG-SERBISYO NG HAWAII ay nangangako sa pagbibigay ng mga serbisyo at pagkakataon para sa mga tao na makisali sa kanilang mga programa at mga gawain ng hindi nagbibigay pansin sa lahi, kulay, bayan na pinanggalingan, edad, sekso, kapinsalaan, relihiyon, o pampolitikong paniniwala. Ito ay nauukol sa paghihiling ng serbisyo, pagpapasiya sa karapatang mahirang, at mga pagpapasiya tungkol sa mga pangkasalukuyang serbisyo at kapakinabangan.

ANG MGA KALUWAGAN na nakakatulong sa inyo sa paglapit sa aming mga serbisyo (halimbawa, tagapagsalin ng di-katutubong wika at paggamit ng senyas, malaking tatak, nakadiket na materyales o malapit na paradahan, at iba pa) ay maibibigay ng libre kung hiniling ng maaga.

Maari kayong magharap ng REKLAMO kung naniniwala kayo na kayo ay naapi. Sa paggawa nito, makipag-alam sa OPISINA NG PAGSUNOD NG KARAPATANG PAMBAYAN ng Kagawaran sa P.O. Box 339, Honolulu, Hawaii 96809-0339, o Telepono: 586-4955 (Tinig 586-4959)

Ang impormasyon tungkol sa inyong reklamo ay hindi ibibigay sa kaninuman maliban kung kinakailangan sa pag imbestiga o paglutas ng inyong reklamo.

Pantay-Pantay na Pagkakataon sa mga Serbisyo (Tagalog)
DHS-9003 (06/95)

PANTAY-PANTAY NA PAGKAKATAON SA MGA SERBISYO

ANG KAGAWARAN NG PANTAONG-SERBISYO NG HAWAII ay nangangako sa pagbibigay ng mga serbisto at pagkakataon para sa mga tao na makisali sa kanilang mga programa at mga gawain ng hindi nagbibigay pansin sa lahi, kulay, bayan na pinanggalingan, edad, sekso, kapinsalaan, relihiyon, o pampolitikong paniniwala. Ito ay nauukol sa paghihiling ng serbisyo, pagpapasiya sa karapatang mahirang, at mga pagpapasiya tungkol sa mga pangkasalukuyang serbisyo at kapakinabangan.

ANG MGA KALUWAGAN na nakakatulong sa inyo sa paglapit sa aming mga serbisyo (halimbawa, tagapagsalin ng di-katutubong wika at paggamit ng senyas, malaking tatak, nakadiket na materyales o malapit na paradahan, at iba pa) ay maibibigay kung hiniling ng maaga.

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Ang impormasyon tungkol sa inyong reklamo ay hindi ibibigay sa kaninuman maliban kung kinakailangan sa pag-imbestiga o paglutas ng inyong reklamo.

Pantay-Pantay na Pagkakataon sa mga Serbisyo (Tagalog)
DHS-9003 (06/95)

(Samoan) EQUAL OPPORTUNITIES TO SERVICES

AVANOA TUTUSA MO FESOASOANI

Ua folafolaina e le **OFISA O GALUEGA MA FESOASOANI ESEESE MO TAGATA** se latou fa'amautuina o la latou galuega ina ia maua e tagata uma ni avanoa e auai i porokalama eseese e aunoa ma se fa'ailoga atumu'u, lamu, mu'u ma e fanau ai, tausaga o le soifuaga, tane po'o le tama'ita'i, afaina o le tino po'o le mafaufau, tapuaiga, po'o talitonuga fa'apolokiki. E a'afia ai le talosaga mo ni fesoasoani, fuafuaina o lou agava'a, ma filifiliga fa'atatau i galuega fa'aauau ma ituaiga mea e maua ai.

O AUALA ESEESE e fesoasoani ia te oe e te maua ai a matou fesoasoani (fa'ata'ita'i: fa'amatala upu i lau lava gagana po'o le gagana a le gugu, mata'itusi lapopo'a, fa'amaumauga ua uma ona pu'e i le laau pu'e leo, po'o se paka o le ta'avale e faigofie ona o'o iai) e maua uma e aunoa ma se totogi pe afai e te talosagaina vave.

O SE TAGI LE MALIE e mafai ona fai pe afai ua iai se talitonuga ua faia se fa'ailoga tagata ia te oe. Ia e fa'afeso'ota'i le OFISA O LE FA'AMALOSIINA O AIA TATAU i le tuatusi o le P.O. Box 339, Honolulu, Hawaii 96809-0339, telefoni 586-4955 (leo) 586-4959 (TT).

E le mafai ona ave fua i seisi ni fa'amatalaga e uiga i lau tagi vagana ni su'esu'ega e fa'atatau i se fa'ai'uga e to'afilemu ai.

(Samoan) EQUAL OPPORTUNITIES TO SERVICES

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ໂອກາດເທົ່າທຽມກັນໃນດ້ານການບໍຣິຫານ

ກະຊວງປະຊາສົງເຄາະຂອງຣາວາຍມີພາຣະບໍລິການແລະເປີດໂອກາດແກ່ທຸກຄົນໃຫ້ມາເຂົ້າຮ່ວມໃນໂຄງການ ແລະກິຈກັມຂອງກະຊວງໂດຍບໍ່ຖືຊົນຊາດ, ສີ, ສັນຊາດ,, ອາຍຸ, ເພດ, ຄວາມພິການ,ສາສນາຫຼືຄວາມເຊື່ອຖືໃນດ້ານການເມືອງ. ນີ້ແມ່ນໄຊ້ໄດ້ນຳຄຳຂໍການບໍ່ຣິການ, ການກຳນົດໃນດ້ານຄວາມເໝາະສົມ,ແລະການຕັດສິນກ່ຽວກັບການບໍຣິການທີ່ຍັງດຳເນີນຢູ່ແລະປໂຍດຕ່າງໆ.

ການຈັດຫາສິງອຳນວຍຄວາມສດວກ ເພື່ອຊ່ວຍໃຫ້ທ່ານໃດ້ຮັບການບໍຣິຫານ (ເຊັ່ນ ນາຍພາສາກິກ ຫຼື ຜູ້ແປພາສາຕ່າງດ້າວ, ການພິມໂຕໜັງສືໃຫຍ່, ເນື້ອເຮື້ອງທີ່ອັດໃສ່ເທັບ ຫຼື ບ່ອນຈອດຣົດທີ່ເຂົ້າສດວກ, ໆລໆ) ສາມາດມີໃຫ້ໃດ້ແບບບໍ່ເສັງຄ່າ, ຖ້າຮ້ອງຂໍມາລ່ວງໜ້າ.

ການຮ້ອງທຸກອາດຈະມີຂຶ້ນຖ້າທ່ານເຊື່ອວ່າໃດ້ມີການເລືອກຮັ້ນວັນນະ. ເມື່ອຮ້ອງທຸກ, ໃຫ້ຕິດຕໍ່ຫາຫ້ອງການຂອງກະຊວງປະຕິບັດຕາມສິດທິມະນຸດ ທີ່ຕູ້ໄປສະນີ 339 ໂຮໂນລູລູ, ຮາວາຍ 96809-0339, ຫຼືໂທຣະຊັບ 586-4955 (ພາສາເວົ້າ/ 586-4959 (TT)

ຂໍ້ມູນກ່ຽວກັບການຮ້ອງທຸກຂອງທ່ານ ຈະບໍ່ຖືກເປີດເຜີຍໃຫ້ໃຜຟັງໃດ້ ນອກຈາກວ່າຖ້າຈຳເປັນຕ້ອງມີການສອບສວນ ຫຼື ແກ້ໄຂຄຳຮ້ອງທຸກຂອງທ່ານ.

Equal Opp. To SVCS-Laotian
DHS-9003 (06/95)

ໂອກາດເທົ່າທຽມກັນໃນດ້ານການບໍຣິຫານ

ກະຊວງປະຊາສົງເຄາະຂອງຣາວາຍມີພາຣະບໍລິການແລະເປີດໂອກາດແກ່ທຸກຄົນໃຫ້ມາເຂົ້າຮ່ວມໃນໂຄງການ ແລະກິຈກັມຂອງກະຊວງໂດຍບໍ່ຖືຊົນຊາດ, ສີ, ສັນຊາດ,, ອາຍຸ, ເພດ, ຄວາມພິການ,ສາສນາຫຼືຄວາມເຊື່ອຖືໃນດ້ານການເມືອງ. ນີ້ແມ່ນໄຊ້ໄດ້ນຳຄຳຂໍການບໍ່ຣິການ, ການກຳນົດໃນດ້ານຄວາມເໝາະສົມ,ແລະການຕັດສິນກ່ຽວກັບການບໍຣິການທີ່ຍັງດຳເນີນຢູ່ແລະປໂຍດຕ່າງໆ.

ການຈັດຫາສິງອຳນວຍຄວາມສດວກ ເພື່ອຊ່ວຍໃຫ້ທ່ານໃດ້ຮັບການບໍຣິຫານ (ເຊັ່ນ ນາຍພາສາກິກ ຫຼື ຜູ້ແປພາສາຕ່າງດ້າວ, ການພິມໂຕໜັງສືໃຫຍ່, ເນື້ອເຮື້ອງທີ່ອັດໃສ່ເທັບ ຫຼື ບ່ອນຈອດຣົດທີ່ເຂົ້າສດວກ, ໆລໆ) ສາມາດມີໃຫ້ໃດ້ແບບບໍ່ເສັງຄ່າ, ຖ້າຮ້ອງຂໍມາລ່ວງໜ້າ.

ການຮ້ອງທຸກອາດຈະມີຂຶ້ນຖ້າທ່ານເຊື່ອວ່າໃດ້ມີການເລືອກຮັ້ນວັນນະ. ເມື່ອຮ້ອງທຸກ, ໃຫ້ຕິດຕໍ່ຫາຫ້ອງການຂອງກະຊວງປະຕິບັດຕາມສິດທິມະນຸດ ທີ່ຕູ້ໄປສະນີ 339 ໂຮໂນລູລູ, ຮາວາຍ 96809-0339, ຫຼືໂທຣະຊັບ 586-4955 (ພາສາເວົ້າ/ 586-4959 (TT)

ຂໍ້ມູນກ່ຽວກັບການຮ້ອງທຸກຂອງທ່ານ ຈະບໍ່ຖືກເປີດເຜີຍໃຫ້ໃຜຟັງໃດ້ ນອກຈາກວ່າຖ້າຈຳເປັນຕ້ອງມີການສອບສວນ ຫຼື ແກ້ໄຂຄຳຮ້ອງທຸກຂອງທ່ານ.

Equal Opp. To SVCS-Laotian
DHS-9003 (06/95)

サービスにおける機会の均等

ハワイ人事サービス部 (HAWAII DEPARTMENT OF HUMAN SERVICES) はみなさまの人種、肌色、出身国、年齢、性別、心身障害、宗教あるいは政治的見解にかかわりなく、全ての方々に当部のサービス、ならびに当部のプログラムや活動に参加していただく機会を提供することをお約束いたします。これはサービスの申し込み、サービスを受ける資格の有無の決定、ならびに現在受けているサービスや得点に関する決断等にも適用されます。

当部のサービスを利用しやすくするための諸便宜（例：手話あるいは外国語の通訳、大型プリント文字、テープによる資料、駐車場手配等）は、前もってお知らせ下されば無料で手配いたします。

差別をお受けになったと思われる場合は苦情の申し立てをすることができます。その際は当部の公民権協力事務所 (CIVIL RIGHTS COMPLIANCE OFFICE) までご連絡下さい。住所は P.O. Box 339, Honolulu, Hawaii 96809-0339、電話番号は 586-4955、または 586-4959（TT ＝聴力障害者のための特別電話）です。
みなさまからいただいた苦情は、苦情の調査ならびに処理に必要な場合以外には決して公開されません。

Equal Opp. to Svcs. - Japanese
DHS-9003 (06/95)

サービスにおける機会の均等

ハワイ人事サービス部 (HAWAII DEPARTMENT OF HUMAN SERVICES) はみなさまの人種、肌色、出身国、年齢、性別、心身障害、宗教あるいは政治的見解にかかわりなく、全ての方々に当部のサービス、ならびに当部のプログラムや活動に参加していただく機会を提供することをお約束いたします。これはサービスの申し込み、サービスを受ける資格の有無の決定、ならびに現在受けているサービスや得点に関する決断等にも適用されます。

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みなさまからいただいた苦情は、苦情の調査ならびに処理に必要な場合以外には決して公開されません。

Equal Opp. to Svcs. - Japanese
DHS-9003 (06/95)

'OKU MAFAI TATAU 'AE TOKOTAHA KOTOA PE KIHE NGAAHI POLOKALAMA 'O FELAVA'I MOE TOKONI KIHE KAKAI'.

KOE NGAAHI POTUNGAUE KE TOKONI'I 'OE KAKAI kuo nau 'osi fai e fokotu'utu'u kihe kakai tenau fie kau kihe ngaahi polokalama kehekehe 'ae pule'anga 'o tatau ai pe pe ko ho'o ha'u meihe fonua fe, pe lanu ha ho kili', matakali fe, lahi ho ta'u, tangata pe fefine, mahamahaki pe 'ikai,,fa'ahinga lotu pe fa'ahinga tui fakapolitikale ,'oku ke tui kiai.

'O hange koe ngaahi tokoni koeni (talanoa 'o ngaue'aki ho nima, fakatonulea, faka'atalahi 'oha saini, hiki tepi'I 'oha ngaahi fakamatala pe fakahinohino pe ki hano ma'u ha'o pakingi kapau 'oku ke mahamahaki) 'e lava pe keke ma'u 'o 'ikai totongi 'o kapau 'e fai kiai ha'o tohi kole.

'Okapau 'oku ke fakakaukau 'oku nau filifilimanako 'oku tonu keke fai mai ha'o tohi launga kihe Department's Civil Rights Compliance Office at P. O. BOX 339,HON. HI.96809-0339, OR Phone:586-4955(voice) or 586 -4959 (TT).

Koe ngaahi fakamatala kotoa pe 'o felave'I mo ho'o launga' 'e 'ikai ngofua ke 'ilo kiai ha taha tukukehe 'okapau 'e fiema'u ke fai'aki hano fakatotolo'I ho'o launga'.

'OKU MAFAI TATAU 'AE TOKOTAHA KOTOA PE KIHE NGAAHI POLOKALAMA 'O FELAVA'I MOE TOKONI KIHE KAKAI'.

KOE NGAAHI POTUNGAUE KE TOKONI'I 'OE KAKAI kuo nau 'osi fai e fokotu'utu'u kihe kakai tenau fie kau ki he ngaahi polokalama kehekehe 'ae pule'anga 'o tatau ai pe pe ko ho'o ha'u meihe fonua fe, pe lanu ha ho kili', matakali fe, lahi ho ta'u, tangata pe fefine, mahamahaki pe 'ikai,,fa'ahinga lotu pe fa'ahinga tui fakapolitikale ,'oku ke tui kiai.

'O hange koe ngaahi tokoni koeni (talanoa 'o ngaue'aki ho nima, fakatonulea, faka'atalahi 'oha saini, hiki tepi'I 'oha ngaahi fakamatala pe fakahinohino pe ki hano ma'u ha'o pakingi kapau 'oku ke mahamahaki) 'e lava pe keke ma'u 'o 'ikai totongi 'o kapau 'e fai kiai ha'o tohi kole.

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Koe ngaahi fakamatala kotoa pe 'o felave'I mo ho'o launga' 'e 'ikai ngofua ke 'ilo kiai ha taha tukukehe 'okapau 'e fiema'u ke fai'aki hano fakatotolo'I ho'o launga'.

Equal Opp. to Svcs. – Tongan
DHS 9003 (05/01)

CÓ HỘI BÌNH ĐẲNG ĐỐI VỚI CÁC DỊCH VỤ

BỘ CỨU TẾ XÃ HỘI HAWAII cam kết cung cấp các dịch vụ và cơ hội cho những người tham gia vào các chương trình và các hoạt động của Bộ không phân biệt về chủng tộc, màu da, nguồn gốc dân tộc, tuổi tác, phái nam hay nữ, khiếm tật, tín ngưỡng hoặc quan điểm chính trị. Điều này ứng dụng cho việc đệ đơn xin các dịch vụ, sự xác định có đủ tiêu chuẩn hay không, và những sự quyết định liên quan tới các dịch vụ và những quyền lợi hiện hành.

CÁC TIỆN NGHI giúp đỡ Quí vị trong việc sử dụng các dịch vụ (ví dụ như những người thông ngôn bằng cách ra dấu hiệu hoặc các thông dịch viên ngoại ngữ, chữ in lớn, các tài liệu thu băng hoặc những chỗ đậu xe, v.v...) có thể được cung cấp miễn phí nếu yêu cầu trước.

Quí vị có thể đệ đơn khiếu nại nếu tin rằng mình bị kỳ thị. Để làm như vậy, xin liên lạc Văn Phòng Phục Tùng Dân Quyền của Bộ CIVIL RIGHT COMPLIANCE OFFICE ở P.O. Box 339 Honolulu, Hawaii 96809-0339, hoặc điện thoại: 586-4955 (tiếng nói) / 586-4959 (TT)

Tin tức về sự khiếu nại của Quí vị sẽ không được tiết lộ cho bất cứ ai ngoại trừ nếu cần thiết để điều tra và giải quyết việc khiếu nại.

Equal Opp. to SVCS-Vietnamese
DHS-9003 (06/95)

CÓ HỘI BÌNH ĐẲNG ĐỐI VỚI CÁC DỊCH VỤ

BỘ CỨU TẾ XÃ HỘI HAWAII cam kết cung cấp các dịch vụ và cơ hội cho những người tham gia vào các chương trình và các hoạt động của Bộ không phân biệt về chủng tộc, màu da, nguồn gốc dân tộc, tuổi tác, phái nam hay nữ, khiếm tật, tín ngưỡng hoặc quan điểm chính trị. Điều này ứng dụng cho việc đệ đơn xin các dịch vụ, sự xác định có đủ tiêu chuẩn hay không, và những sự quyết định liên quan tới các dịch vụ và những quyền lợi hiện hành.

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Equal Opp. to SVCS-Vietnamese
DHS-9003 (06/95)