

**ADMINISTRATIVE REGULATIONS FOR IMPLEMENTING CHAPTER 44,  
HOUSING GRANTS FOR NEEDY PERSONS**

**SECTION 1. GRANTS AUTHORIZED**

Grants will be provided in accordance with the terms of the Arlington County Code, Chapter 44, and pursuant to these regulations, to qualified tenants who are residents of Arlington County.

**SECTION 2. PROGRAM ADMINISTRATION**

Policy and procedures of the Housing Grants Program are developed and administered by the Director of the Arlington County Department of Human Services and approved by the County Manager.

**SECTION 3. DEFINITIONS**

- A. **ANNUAL RENT** - twelve (12) times the monthly rent as of the month application is made. This factor is used to determine the grant for qualified renters.
- B. **APPLICANT** - an adult household member who completes, or has completed on their behalf, an application for Housing Grant benefits.
- C. **CERTIFICATION PERIOD** - the period for which a grant is established for an eligible household, not to exceed twelve (12) months.
- D. **COUNTY** - Arlington County, Virginia.
- E. **COUNTY BOARD** - the County Board of Arlington County, Virginia.
- F. **COUNTY MANAGER** - the County Manager of Arlington County, Virginia.
- G. **DIRECTOR OF THE DEPARTMENT OF HUMAN SERVICES** - the Director of the Arlington County, Virginia, Department of Human Services in his/her capacity as the constituted Local Board of Social Services of Arlington County, Virginia.
- H. **ECONOMIC UNIT** – group of individuals residing together who share the expenses of shelter, food, clothing, household furnishings, etc.
- I. **DWELLING** - a room or rooms connected together, with independent kitchen and sleeping facilities, in a dwelling house or apartment or other type of residential building, designed for occupancy by one (1) family for living purposes, as defined by Arlington County Code, Chapter 11-71,

Licenses.

- J. GRANT - monthly payment made by Arlington County to any person eligible for Housing Grants assistance.
- K. GRANT REDUCTION- the reduction of all grants by a percentage determined by the County Manager
- L. GROSS INCOME - the sum of the countable gross income of all household members, except for the earned income of minors.
- M. HOUSEHOLD - a group of related people, or cohabitants residing together. A household will include the applicant, spouse/cohabitant, all children, and other relatives residing in the dwelling unit. Relatives who are living at school, either in a dorm or another dwelling, will not be considered a household member. The household will include a medically necessary person residing in the dwelling unit.
- N. LEASE - contract between all tenants of a dwelling unit and the owner/management company of that unit, specifying the terms, rent amount, and contract lease period.
- O. LEGAL PRESENCE - A person who is either a citizen of, or an alien Legally present in the United States. See section VI, part C.
- P. MAXIMUM ALLOWABLE RENT - maximum rental obligation, from APPENDIX 2, considered in the establishment of a grant.
- Q. MEDICALLY NECESSARY PERSON - person who resides in the home of the applicant/recipient providing essential care to prevent institutionalization.
- R. RECIPIENT - person who is receiving Housing Grant benefits.
- S. NET INCOME - Income used to calculate eligibility and grant amount which is derived by subtracting either \$750, per minor child (per year) in the Household, or subtracting 20% of **earned** income, whichever amount is greater, from the countable gross income. The resulting figure is the net income.
- T. RECOUPMENT-Grant reduction imposed to recover funds that were Improperly
- U. RELATIVE - person related to applicant by blood or marriage; includes parents, adult children, siblings, uncle/aunt, nephew/niece, first cousin, and their spouses.
- V. RENT - the monetary consideration paid to the owner or property manager

for occupation of the dwelling unit.

- W. RESOURCES - the sum of the countable liquid and non-liquid assets of all related household members.

## **PRIORITY ADMISSION HOUSEHOLDS**

If it becomes necessary to limit admission into the Housing Grants program in order to remain within the budget allocation, applicants may be required to meet "priority" requirements in addition to the general, categorical, income and resource requirements that follow. Priority requirement admission will be based on two levels:

### **Priority Populations**

A. Category One

Eligible County applicants residing in Homeless Shelters, or receiving services from Supportive Housing programs, will be given first consideration. Clients in residential mental health and substance abuse treatment centers must have been an Arlington resident prior to admission to be determined eligible to apply.

B. Category Two

Eligible Department of Human Services clients and those who are receiving services funded by DHS contract agency clients shall be admitted after the needs of the Category One Priority Populations have been met and is contingent on availability of funds. Additionally, this category includes persons who have been displaced due to publicly funded facility renovations or are applying to live in supported tax credit housing for seniors.

A register of eligible category two clients will be established from time to time, when an existing register is close to being exhausted. Program staff will announce an expression of interest period of one month.

County residents expressing an interest in receiving a Housing Grant will be screened against the Category Two criteria in Appendix 3. For those who meet the category two priority program requirements, a random sequential registration shall be assigned to their expression of interest once the enrollment period closes. This random sequential number will be the order in which applications are mailed to registrants for eligibility determination and subsequent admission to the Housing Grant program, if otherwise eligible.

## SECTION 4. GENERAL REQUIREMENTS

In order to qualify for a Housing Grant, a household must meet the following requirements:

### A. RESIDENCY

1. The applicant must be living in Arlington County at the time the application is submitted. Acceptable residency verification needs to accompany the application, or it will be denied upon receipt. All evidence of the applicant's address must be in Arlington County, including, but not limited to, Food Stamps, Medicaid, Public Assistance and DMV. Unsheltered homeless persons in Arlington must have been actively working with the Housing Assistance Bureau-Continuum of Care Homeless Services, Community Assistance Bureau or the Customer Service Center for Aging and Disability Services at DHS for the past 3 months and not be receiving benefits as a resident of another jurisdiction. See Appendix 3 for acceptable residency verifications.
2. The applicant/recipient must be a current resident of Arlington County as verified by a lease in his or her name at the time of approval and ongoing. The applicant/recipient must be physically living in the dwelling. An absence from the dwelling for more than 30 days will render the household ineligible.
3. The lease must specify terms, and, the unit meets the Arlington County Code definition of a dwelling. All adult household members must be on the lease, unless he/she meets the program definition of a relative. The lease must be with the owner/management property. A landlord may not be an occupant of the dwelling. If an applicant/client is renting from an individual landlord, the applicant/client will be required to verify the property owner's current address.
4. The applicant/recipient must be responsible for paying their entire rent. No Housing Grant shall be paid in a month that the applicant/recipient's rent is paid by a third party.
5. Unrelated people who live together in a single dwelling are subject to a rent maximum of 75% of the Maximum Allowable Rent for their family size.
6. Persons living in a group residential facility, including, but not limited to, assisted living facilities and licensed homes for adults, are not eligible for a Housing Grant.

B. APPLICATION FOR OTHER BENEFITS - An applicant/recipient should apply for other benefits for which may increase the household's income. Such benefits include, but are not limited to: Social Security benefits, Veterans benefits, Civil Service Annuity, Temporary Assistance to Needy Families, other retirement or pensions. Persons receiving Housing Grants will be encouraged to apply for Child/Spousal support and pursue HUD Housing Choice Voucher program.

C. LEGAL PRESENCE - Legal presence is only evaluated for applicants/recipients who are 19 years old or older. A legally present person is either a citizen of, or an alien legally present, in the United States. Legal presence for individuals is established by their presenting one of the following items:

- Valid Social Security Number (verified by the Social Security Administration)
- United States Birth Certificate
- United States Passport
- A resident alien card
- United States non-immigrant visa
- Pending or approved application for legal asylum
- Refugee or temporary protected status document
- Pending application for an adjustment of residence status

A Housing Grant Worker may also verify a social security number directly through the State Verification Exchange System (SVES).

If an applicant/client states that s/he is legally present in the United States, if none of the above is available at the time of application, the applicant must sign the "Affidavit of United States Citizenship or Legal Presence in the United States" form. This will meet the requirement for proof of legal presence for either:

- a period of 90 days or until it is determined that he is not legally present in the U.S., whichever is earlier; or
- indefinitely if the applicant provides a copy of a completed application for a birth certificate that has been filed and is pending and being actively pursued in accordance with federal and state law. Such extension shall terminate upon the applicant's receipt of a birth certificate or determination that a birth certificate does not exist because the applicant is not a U.S. citizen.

D. ABILITY TO PAY – An applicant/recipient of the Housing Grant program must be able to demonstrate an ability to pay expenses with the help of the Housing Grant. A dwelling must be affordable. Applicants/recipients who cannot demonstrate that their dwellings are affordable, even with the help of a Housing Grant, shall be found ineligible for the program. Household must have income equivalent to the average of 20hrs per week multiplied by minimum wage.

## SECTION 5. CATEGORICAL REQUIREMENTS

Households with all members receiving Temporary Assistance to Needy Families (TANF), General Relief (GR), or Refugee Assistance are ineligible for Housing Grants, unless otherwise specified in D. below. Households in which some, but not all, members receive these benefits may qualify for a Housing Grant as long as either one of the applicant or spouse/cohabitant is not a recipient of the benefit, and that person meets one of the categorical requirements specified in A - C below.

In order to qualify for a Housing Grant, the applicant or the spouse/cohabitant must meet one of the following requirements:

- A. AGE - the applicant or the spouse/cohabitant must be at least 65 years of age or older; Households where the recipient or spouse/cohabitant are under the age of 65.
- B. DISABLED - the applicant or the spouse/cohabitant must be disabled as evidenced by one of four criteria:
  - 1. Currently receiving disability benefits from Social Security, Civil Service, and/or Veterans Administration; or
  - 2. Currently considered disabled by a medical determination by the Virginia Department Rehabilitative Services; or
  - 3. Current clients and patients of a County operated or County supported mental health program. This includes, clients and patients of; the Arlington County Division of Mental Health, Intellectual and Developmental Disability Services, Substance Abuse Services; or
  - 4. Currently receives employment related long-term disability
- C. WORKING FAMILY - the applicant or the spouse/cohabitant must be employed and have at least one child under 18 years of age living in the household. Households headed by a single adult in which at least one child is under five years of age must work no less than an average of 20 hours per week. Households headed by a single adult in which all children are five years of age or older must work no less than an average of 30 hours per week. Households headed by two adults in which at least one child is under five years of age must work at least a combined average of 40 hours per week. Households headed by two adults in which all children are five

years of age or older must work a combined average of 60 hours per week. Households must receive adequate compensation for hours worked. Adequate compensation shall be no less than minimum wage for the number of hours worked.

D. RECIPIENTS OF TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF), EITHER EMPLOYED OR IN A SPECIFIED TRAINING PROGRAM  
- A TANF household must be:

1. Employed for a minimum average of 60 hours per month; or
2. Attending an approved employment training program, scheduled to be completed within four months. The training program must be through the Arlington Employment or Career Center and have a 70% employment placement rate. Housing Grant eligibility may continue through the month in which the training is scheduled to be completed.

E. Able Bodied Adult household members, who are not the parents or legal guardians in a working family household and who do not meet category are required to work at least 30 hours per week effective July 1<sup>st</sup>, 2013.

Able bodied adults will be exempt from this requirement if they:

1. are a full-time student taking a minimum of 12 credits
2. provide care for a disabled household member who is age 65 or older who would not be able to stay in the home without that care. A physician statement not more than 3 months old is required to certify that without that care, that person would not be able to remain in the home.
3. provide child care to a household member age 12 or younger. This exemption can only be given to one household member. If there is a disabled person in the home who cannot give care to that child, then a physician's statement will need to be provided.

F. School Aged Children- For all school age children living in the household, address verification will need to be confirmed by the attending school. School forms or other verification forms of enrollment will be accepted. Although the school does not need to be in Arlington, the school does need to indicate an Arlington address as the primary residence.

Section 6. INCOME REQUIREMENTS

A. INCOME LIMITS - the household's current or projected countable gross income shall not exceed 85% of the HUD Housing Choice Voucher Very

Low Income Limit. Income limits will be adjusted annually to reflect Housing Choice Voucher levels. See Addendum I

- B. COUNTABLE GROSS INCOME - the household's gross income prior to any deductions or withholdings. The earned income of a person under 18 years old, or anyone in high school who is 18 years old or younger will be not be considered in the income determination. All income must be verified and documented in the case record. Countable Gross Income includes, but is not limited to:

Earned Income:

1. Gross earnings indicated on pay stubs or copies of checks. A letter from an employer may be used to clarify information indicated on submitted pay stubs or checks. At least two current months of paystubs are required to be provided. Exceptions to this requirement include:
  - I. The household member just started a job and one month's documentation of earned income does not vary by more than 20%.
  - II. Two consecutive months of documented earned income varies by more than 20% where additional months of documentation is needed to effectively substantiate the need for an ongoing housing benefit.
  
2. Self-employment - difference between gross receipts and legitimate and necessary business expenses incurred for the period of earnings. Self-employment earnings will be averaged for the three months prior to the month of application, or a longer period of time if needed to accurately predict future earnings. Income tax returns for the prior year may also be used, if the income received during the prior year is an accurate indicator of future earnings. Taxi/Rideshare services will have income considered in accordance with the Taxi/rideshare service worksheet.

Households must receive adequate compensation for hours worked. At the very least, they must receive minimum wage for hours worked.

Unearned Income Includes, but is not limited to:

1. Benefits derived from Social Security, Veterans, Railroad, Retirement, and Civil Service.
2. Unemployment and workman's compensation.
3. Public assistance benefits of all household members.
4. Child support.
5. Continuing monetary gifts.



6. Personal recurring loans.
7. Loans, scholarships and grants for educational purposes at the college level or above. Tuition, fees, and books may be deducted from the amount of grants, loans, or scholarships. The balance will be considered as income.
8. Money withdrawn from a special needs trust (a non-vendor payment)
9. Interest earned on countable resources.

C. VENDOR PAYMENTS:

Payments made directly to the vendor by a third party will not be counted unless the payment is for rent. Payments made by an outside third party for rent will reduce the allowable rent used in the calculation for the Housing Grant, either the actual, or MAR, whichever is less, by the amount of the payment.

D. INCOME FROM NON-LEGALLY PRESENT HOUSEHOLD MEMBERS:

The income from Non-Legally Present Household Members shall count in its entirety.

E. METHOD OF CALCULATING EARNED INCOME - Earned income to be

used in the establishment of the grant shall be that which best reflects anticipated earnings during the next six months. Generally, earnings received during the month prior to the month of application/review will be used. Income will be converted to an annual amount by multiplying weekly income by 52, bi-weekly income by 26, and semi-monthly income by 24. Income from new employment may be projected based on a statement from the employer.

F. INCOME DEDUCTION - A deduction of 20% of all **earned income** or \$750.00 per minor child, whichever is greater, will be made from the total countable income. This applies to all categories – elderly, disabled, and working family.

G. VERIFICATION - All sources of income must be verified for an initial determination, recertification, and review of Housing Grants eligibility.

## SECTION 7. RESOURCE REQUIREMENTS

A. RESOURCE LIMIT -at no time shall the households' personal assets exceed \$35,000. All resources must be verified and documented in the case record.

B. COUNTABLE RESOURCES - include, but are not limited to:

1. Cash on hand
2. Checking and savings accounts
3. Certificates of deposit
4. Stocks and bonds
5. Deeds of Trust
6. Fair market value of more than one motor vehicle (NADA average trade in or wholesale)
7. Equity value of any real property. The equity value is the tax assessed value of the property less any liens or encumbrances.
8. Revocable burial trust or fund
9. The total value of non- exempt Special Needs Trusts
10. Retirement accounts (including, but not limited to IRAs, 457s, 401ks, SEP accounts) that can be withdrawn, even if there is a penalty, either as income or as a loan.

C. EXEMPT RESOURCES

1. Value of one motor vehicle
2. Personal effects - such as jewelry, clothing, and household furnishings.
3. Life insurance
4. Special Needs Trusts valued up to \$340,000 administered by a third party where the client has no access to the principal or corpus
5. The values of retirement accounts that cannot be withdrawn

D. RESOURCES OF NON-LEGALLY PRESENT HOUSEHOLD MEMBERS-

The non-exempt resources of Non-Legally present household members shall count in their entirety.

E. VERIFICATION - All countable resources must be verified for an initial determination and recertification of Housing Grants eligibility. At least two months of current statement must be provided. If provided statements indicate unreported deposits or unusual expenses, additional statements may be required.

F. TRANSFER OF RESOURCES - An applicant for Housing Grants is ineligible for a specified period of time if he/she transfers or otherwise disposes of his/her legal or equitable interest in a resource without adequate compensation within six months prior to application for a Housing Grant. A recipient is ineligible for a specified period of time for the amount transferred without adequate compensation above the \$35,000 limit. The amount transferred above the \$35,000 limit shall be divided by the maximum allowable rent for their household size. The result will be the number of months disqualified.

For example, if a one-person household has a bank account with \$45,000 and \$15,000 is transferred, \$10,000 would be the amount exceeding the \$10,000 limit.  $\$10,000 \div \text{MAR for one person } (\$1,319) = 7.58$ . The household would be disqualified for eight months.

If a household transfer's ownership of its primary residence without receiving adequate compensation, it shall be permanently ineligible for a Housing Grant.

Adequate compensation will have been received when:

- 1) The transfer of the resource resulted in compensation to the individual which approximates the equity value of the resource. The compensation can be in the form of money, goods, or services. The value of goods and services must be reasonable for the community. The value of services provided by a member of the immediate family must be at a reasonable rate established prior to receipt of the services.
- 2) Payment has been made on the cost of medical care which approximates the equity value of the resource.
- 3) The asset is returned.

#### Section 8. CHANGES IN HOUSEHOLD CIRCUMSTANCE

The applicant/recipient is required to report any changes to the above eligibility requirements within 10 days. The changes required to report include, but are not limited to: source of income, amount of income, number of hours employed, the receipt or disposal of either countable or exempt resources, a change of address or rent amount, and a change in the number of persons in the household. Changes in household income of less than \$100.00 per month will be reflected in the next review or recertification. Changes of \$100.00 or more per month will be reflected as soon as administratively possible, not to exceed two months, from the date the change occurred.

#### SECTION 9. DETERMINATION OF GRANT

A grant shall be the amount by which a household's annual allowable rent, as set forth in subsections 1. and 2. of this paragraph, exceeds 40% of its net annual income. Allowable rent shall be determined by using the lesser of a household's actual rent obligation or the maximum allowable rent (see appendix 2).

For households with minor children and/or earned income, a deduction of seven hundred fifty (\$750) per minor child per year, or twenty percent (20%) of **earned** income, whichever is greater, shall be allowed from the household's annual income. The amount of the grant shall be computed on the basis of the resulting

net income figure. This deduction is allowed for elderly, disabled, and working families.

1. Elderly or disabled.

In the case of qualifying elderly or disabled persons or families, the amount of the grant shall be determined by using the lesser of the households actual rent, or the maximum allowable rent (see appendix 2) for a:

- a. one bedroom dwelling for single persons or married couples; or
- b. two-bedroom dwelling for two or more non-spouse relatives.

2. Working families with children.

For such household's, the amount of the grant shall be determined by using the lesser of the actual rent or the maximum allowable rent (see appendix 2) as follows:

- a. For a two to four-person family with minor children, the maximum allowable rent for a two-bedroom dwelling shall be used; (see appendix 2) and
- b. For a five or more-person family with minor children the maximum allowable rent for a three-bedroom dwelling shall be used (see appendix 2).

- 3 An eligible household's grant shall not exceed seventy five percent (75%) of the lesser of its actual rent expense, or the maximum allowable rent minus any grant reductions as set forth by the County Manager.

B. PRORATION OF RENTAL GRANT - If there are any ineligible (non-legally present) aliens in the household who are 19 years old or older, the grant will be prorated based on the number of adult household members who meet the legal presence requirement. For example, if, based on a 5-person household's income and rent, the household's grant is \$500.00 before addressing in the legal presence requirement. Two of the household members are determined not to meet the legal presence requirement. The grant (\$500) would then be divided by the number of people in the household (5) and multiplied by the number of legally present household members.

In the above example the calculation would be:

$\$500 \text{ divided by } 5 = \$100$   $\$100 \times 3 = \$300$  The resulting grant would be \$300.00.

If there are no household members who are under age 19 and no legally present adult household members, the household will not be eligible for a grant.

## SECTION 11. PAYMENT OF THE GRANT

### A. PAYMENTS

Grant payments will be made on the first of each month. Payment will be made in the form of a two-party check, in the name of the recipient and the landlord, as it appears on the lease. If there is an unforeseen failure to deliver checks on the agreed upon schedule, the Supervisor of the Housing Grants Program may make the decision to issue the replacement check to a single party, if that is the only way to cause the issuance to be made before their housing may be put at risk or a late fee is imposed. Checks will be mailed to the residence of the recipient.

### B. PROTECTIVE VENDOR PAYMENTS

In those instances where a recipient fails to use his/her Housing Grant check for payment of rent, the agency may elect to send the Housing Grant check directly to the landlord. When this is done, the Housing Grant check will be made payable to the landlord and will not require the recipient's endorsement. Housing Grant staff must consult with the supervisor before issuing payments in this manner. This option may also be used when Housing Grant checks are repeatedly lost in the mail.

### C. REPLACEMENTS

The recipient must notify the Housing Grants office when his/her monthly check has not been received. Notification of non-receipt of payment must be made by the recipient or designee during the month for which the payment is intended. A stop payment will be placed on the original check according to DHS procedures. After confirmation of the stop payment has been received, a "semi-weekly" replacement check will be issued.

### D. OVERALL GRANT REDUCTIONS

The County Manager has the authority to reduce Housing Grants up to five percent (5%) in order to remain within the budget allocation.

## SECTION 12. CASE DISPOSITION

- A. APPLICATION - An application for Housing Grant benefits must be completed by the applicant or authorized representative. The applicant will be informed in writing of the verifications required to determine eligibility. Verification of Social Security numbers for all household members will be requested. The applicant will also be informed of the program policy and procedures. Applications must be processed within 60 days of being received in the agency.

- B. **RECERTIFICATION** - Housing Grants program cases will be recertified annually unless there is only unearned income. Cases with only unearned income will be recertified at least every two years. The recertification requires completion of a new application, verification of income, and resources and other information necessary to establish continued eligibility.
- C. **REVIEW** - Households with earned income shall have their earnings reviewed at least once during the certification period, and their grant adjusted; if necessary. Households may also be subject to review of residency, resources, household composition, etc.
- D. **CONTINUATION OF GRANT DURING TEMPORARY LOSS OF CATEGORICAL ELIGIBILITY** - Households who temporarily lose categorical eligibility (e.g. family loses employment) may continue to receive benefits for two additional months following the month in which categorical eligibility is lost. The household must indicate that it is taking steps to become categorically eligible again. The grant amount will remain unchanged during the two-month period.
- E. **TERMINATION** - The Housing Grant case will terminate when one of the following situations exists for the household:
- It no longer meets all eligibility requirements - the household will be sent a notice specifying the effective date and reason for termination
  - It fails to provide information required for a case review/recertification
  - It fails to apply for recertification

F. **IMPROPER PAYMENTS AND DISQUALIFICATION**

**Disqualification:**

Clients who, as determined by staff and supervisor, failed to report information required to be disclosed to Housing Grant program administrators will have the following as disqualifications:

1. Households who are convicted in court of Housing Grant fraud will have the adult members disqualified for 18 months. Grants will be prorated for the remaining eligible members.
2. Households who are disqualified from participation by the Housing Choice Voucher Program will have the adult members disqualified for six (6) months from the time the disqualification began. Grants will be prorated for the remaining eligible members. However, the disqualification period may be waived if:
  - The applicant was removed from the HCV Program due to the actions of another household member.
  - The applicant was removed from the HCV Program due to the actions of another household member and that member will remain in the household, will have their housing grant prorated for 6

months.

- The applicant is disabled and receiving active, on-going, clinical case management with the Department of Human Services.
3. Households who are determined to have caused an overpayment (*at least two times the average monthly Housing Grant subsidy amount*) in Housing Grants but are not court convicted of fraud will have the following disqualifications of the adult members:
- 6 months for the first offense
  - 12 months for the second offense
  - 18 months for the third offense.

The disqualification period shall begin the month after the Housing Grant case closes. For ongoing cases, the disqualification period will begin as soon as administratively possible.

Appeals of the disqualification, except for court conviction, may be made to the Bureau Chief through the unit supervisor.

Improper Payments:


Households providing false information on their application or other documents, or who fail to report changes that result in an overpayment, are ineligible for a Housing Grant until the amount of the overpayment is established. The housing grant payment may resume (assuming that there are members of the household who are not disqualified) once the overpayment is recovered in full, or a recoupment schedule is established and the recoupment schedule is followed. A recoupment may be no less than 10% of the current grant for overpayments.

Agency caused overpayment cases may continue to receive a grant, provided that a schedule recoupment is followed. The agency shall notify the household of the information that caused the overpayment, the amount of the overpayment and the proposed agency action

G. APPEALS -

- An applicant/recipient may appeal an agency decision within 30 days of notification by contacting, in writing, the Housing Grant worker or supervisor. The supervisor will review the decision within 14 business days. In the event the applicant/recipient is still not satisfied with the findings of the supervisory review, the determination will be reviewed by the Chief of the Housing Assistance Bureau within 14 business days.
- In the event the applicant/recipient is not satisfied with the finding of the Bureau Chief, the applicant/recipient may pursue the last step in the process, appeal to the Division Chief of the Economic Independence Division, who will make a final determination within 14 business days.

If a household has been determined ineligible, no payments will be made during the appeal process. If a household has been determined eligible for a lesser grant, payment shall continue in the reduced amount during the appeal process. In the event the agency reverses its initial decision as a result of the appeal, the household shall receive the amount that was due to them but not received during the appeal process in the next monthly issuance.



Mark Schwartz, County Manager



Date



**APPENDIX 1: Income Guidelines**

The Income Limit is 85% of HUD's Section 5's maximum income level (which is set at 50% of area median income). Updates to APPENDIX 1 may occur annually and posted on the Arlington County Housing Grants webpage.

**Effective 5/1/2022**

Household Size	Income Limit
1	\$42,373
2	\$48,408
3	\$54,443
4	\$60,478
5	\$65,323
6	\$70,168
7	\$75,125
8	\$79,857

**Effective 5/1/2021**

Household Size	Income Limit
1	\$38,378
2	\$43,860
3	\$49,343
4	\$54,825
5	\$59,245
6	\$63,623
7	\$68,000
8	\$72,378

**Effective 5/1/2020**

Household Size	Income Limit
1	\$37,485
2	\$42,840
3	\$48,195
4	\$53,550
5	\$57,843
6	\$62,135
7	\$66,428
8	\$70,720

**Effective 5/1/2019**

Household Size	Income Limit
1	\$36,125
2	\$41,268
3	\$46,410
4	\$51,553
5	\$55,718
6	\$59,840
7	\$63,963
8	\$68,805

**Effective 5/1/2018**

Household Size	Income Limit
1	\$34,892
2	\$39,865
3	\$44,837
4	\$49,810
5	\$53,805
6	\$57,800
7	\$61,795
8	\$65,790

**Effective 4/1/2017**

Household Size	Income Limit
1	\$32,528
2	\$37,528
3	\$42,203
4	\$46,878
5	\$50,660
6	\$54,400
7	\$58,140
8	\$61,880

Effective 7/1/2015

Household Size	Income Level
1	\$32,513
2	\$37,145
3	\$41,778
4	\$46,419
5	\$50,150
6	\$53,848
7	\$57,878
8	\$61,285

Effective 7/1/2012

Household Size	Income Level
1	\$32,003
2	\$36,550
3	\$41,140
4	\$45,688
5	\$49,343
6	\$52,998
7	\$56,653
8	\$60,308

Effective 7/1/2011

Household Size	Income Level
1	\$31,577
2	\$36,083
3	\$40,588
4	\$45,093
5	\$48,705
6	\$52,318
7	\$55,930
8	\$59,543

Effective 7/1/2010

Household Size	Income Level
1	\$30,813
2	\$35,190
3	\$39,610
4	\$43,988
5	\$47,515
6	\$51,043
7	\$54,570
8	\$58,098

Effective 4/1/2009

Household Size	Income Level
1	\$30,558
2	\$34,935
3	\$39,270
4	\$43,648
5	\$47,133
6	\$50,618
7	\$54,103
8	\$57,630

Effective 4/1/2008

Household Size	Income Level
1	\$29,282
2	\$33,447
3	\$37,655
4	\$41,820
5	\$45,177
6	\$48,492
7	\$51,850
8	\$55,207

Effective 4/1 2007

Household Size	Income Level
1	\$28,135
2	\$32,130
3	\$36,168
4	\$40,163
5	\$43,393
6	\$46,580
7	\$49,810
8	\$52,998

Effective April 15, 2006

Household Size	Income Level
1	\$26,860
2	\$30,685
3	\$34,552
4	\$38,377
5	\$41,437
6	\$44,497
7	\$47,600
8	\$50,660

Effective April 1st, 2005

Household Size	Income Level
1	\$ 26,562
2	\$ 30,345
3	\$ 34,170
4	\$ 37,952
5	\$ 40,970
6	\$ 44,030
7	\$ 47,047
8	\$ 50,107

Effective July 1, 2004

Household Size	Income Level
1	\$26,562
2	\$ 30,345
3	\$34,170
4	\$37,952
5	\$40,970
6	\$44,030
7	\$47,047
8	\$50,107

Effective July 1, 2002

Household Size	Income Level
1	\$25,882
2	\$29,580
3	\$33,277
4	\$36,975
5	\$39,950
6	\$42,882
7	\$45,857
8	\$48,790

Effective July 1, 2000

Household Size	Income Level
1	\$23,970
2	\$27,413
3	\$30,813
4	\$34,255
5	\$36,975
6	\$39,738
7	\$42,458
8	\$45,220

## APPEND IX 2: Maximum Allowable Rents

For determinations made effective July 1st, 2022

- \$1,452 for a one-person household (or 2 person if spouse/partner household)
- \$1,742 for a two to four-person household (3 or more if spouse/partner) or more
- \$2,013 for five or more-person household (working family)

For determinations made effective July 1st, 2021

- \$1,418 for a one-person household (or 2 person if spouse/partner household)
- \$1,701 for a two to four-person household (3 or more if spouse/partner) or more
- \$1,966 for five or more-person household (working family)

For determinations made effective July 1st, 2020

- \$1,365 for a one-person household (or 2 person if spouse/partner household)
- \$1,638 for a two to four-person household (3 or more if spouse/partner) or more
- \$1,893 for five or more-person household (working family)

For determinations made effective July 1st, 2019

- \$1,319 for a one-person household (or 2 person if spouse/partner household)
- \$1,582 for a two to four-person household (3 or more if spouse/partner) or more
- \$1,827 for five or more-person household (working family)

For determinations made effective July 1st, 2010

- \$1,189 for a one-person household (or 2 person if spouse/cohabitant household)
- \$1,344 for a two person household (or 3 if 01 and 02 are spouse/ cohab) or more
- \$1,734 for a five person or more household (working family only)

For determinations made effective March 1, 2003 and after use

- \$984 for a one-person household (or 2 person if spouse/cohabitant)
- \$1154 for a two person household (or 3 if 01 and 02 are spouse/cohab) or more
- \$1573 for a five-person household (for working family cases)

For determinations made effective November 1, 2002 through February 2003

- \$1082 for a one person (or 2 person if spouse/cohabitant household)
- \$1269 for a two person (or 3 if 01 and 02 members are spouse/cohabitant) or more
- \$1730 for a five-person unit (for working family cases)

For determinations made effective November 1, 2001 through October 2002

- \$871 for a one person (or 2 person if spouse/cohab household)
- \$1021 for a two person (or 3 person if 01 and 02 are spouse/cohab ) or more
- \$1392 for a five-person unit (for working family cases)

For determinations made effective April 1, 2001 through October 31, 2001

- \$850 a one-person household
- \$998 for a two person (or 3 if 01 and 02 are spouse/cohabitant) or more
- \$1,360 per month for five-person household (for working family cases only)

### Appendix 3: Residency Verification

Acceptable residency verification at the time of application:

- OMV issued ID at your legitimate current residential address in Arlington
- Utility bill not more than two months old in the applicant's name (cell phone and pager bills not accepted)
- Monthly bank statement not more than two months old issued by a bank
- Payroll check stub issued by an employer within the last month
- Current auto or life insurance bill (cards and policies are not accepted)
- Cancelled check not more than two months old with both name and address imprinted on check
- US Postal Service change of address confirmation form or postmarked US mail with a forwarding address label
- A current lease in your name at the address where you are living
- Proof that you are living in an Arlington year-round shelter and considered an Arlington resident on entry

Unsheltered homeless person in Arlington you must have been actively working with the Housing Assistance Bureau-Continuum of Care Homeless Services, Community Assistance Bureau or the Customer Service Center for Aging and Disability Services at DHS for the past 3 months and not receiving benefits as a resident of another jurisdiction.

Applications received without at least one of the above will be denied upon receipt. If there is contradictory information, the applications will be reviewed by the Housing Grant Supervisor who will make the final determination if the residency requirement is met.