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ARLINGTON
VIRGINIA

DEPARTMENT OF HUMAN SERVICES
Housing Assistance Bureau
Economic Independence Division

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MEMORANDUM

To: Mark Schwartz, County Manager
Via: Anita Friedman, Department of Human Services Director
From: Nicole Dula, Housing Assistance Bureau Director
Date: August 3, 2026

Subject: Housing Grant Administrative Regulations Update – Background and Approval Request

Background

The Housing Grant Program is authorized under Arlington County Code Chapter 44 and provides rental assistance to eligible Arlington County households. The proposed Administrative Regulations update replaces prior guidance and establishes a comprehensive framework for program administration, eligibility standards, income and resource calculations, affordability requirements, waitlist administration, reasonable accommodation procedures, and program integrity provisions. The regulations confirm that program policies are developed and administered by the Department of Human Services and approved by the County Manager.

The revisions are intended to modernize program operations, improve consistency and transparency, strengthen compliance with fair housing and disability accommodation requirements, clarify eligibility and verification standards, and better align the Housing Grant Program with current housing assistance practices.

Request

The Department of Human Services requests the County Manager review and approve the revised Housing Grant Administrative Regulations. The revised regulations provide clearer program guidance, improve administrative efficiency, and strengthen protections for applicants and recipients.

Highlights of Substantive Changes

Expanded and Updated Program Definitions

- Clarifies Live-In-Aide program definition and requirements consistent with federal housing definitions.

Priority Access and Waitlist Management

- Establishes formal priority admission policies when demand exceeds available funding.
- Creates a priority category for households connected to Arlington County's Continuum of Care and homeless response system.
- Establishes formal waitlist administration procedures and references detailed waitlist guidance in a new appendix.

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Eligibility and Affordability Standards

- Establishes minimum and maximum rent burden standards for new admissions

General and Categorical Requirements

- Establishes sunset date for Transition-Aged-Youth and Foster Youth pilot admissions.
- Establishes new rules governing household composition with Live-In-Aides and Maximum Allowable Rent calculations.
- Removes eligibility for clients and patients of County operated behavioral health and community services board programs.

Program Integrity and Coordination with Other Assistance Programs

- Clarification of residency and leased housing verifications.
- Refines public benefit(s) transfer requirements to align with state and federal practices.
- Restructures application and recertification processing timelines.
- Improves applicant/recipient due-process, termination and appeals procedures.

Strengthened Fair Housing, Disability Access, and Reasonable Accommodation Provisions

- Incorporates explicit reasonable accommodation procedures for individuals with disabilities, consistent with Fair Housing Act and disability-access requirements.
- Allows extensions to occupancy requirements for documented medical, disability-related, or other good-cause absences when supported by appropriate documentation.
- Incorporates limited English proficiency and accessibility procedures, includes alignment with Title VI of the Civil Rights Act of 1964.

Additional Information

The proposed regulations provide a comprehensive framework for administering the Housing Grants Program while improving consistency, transparency, program integrity, and equitable access to assistance. The revisions also better position the program to respond to evolving housing needs and available funding resources.

Signed by:

Mark J Schwartz

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8/10/2026

Mark Schwartz, County Manager   Date

cc: Brooke Hammond Perez, Economic Independence Division Director
cc: Maris Cruz-Jasper, Housing Grants Program Manager

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 or will be 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. <u>AFFORDABLE DWELLING</u> – A dwelling with a rental obligation at or below the Maximum Allowable Rent for the household size in Appendix 2 or 40% of the household's annual gross or adjusted income *(see Earned Income Deduction)*, whichever is least.

B. <u>ANNUAL RENT</u> - twelve (12) times the monthly rent for a dwelling as of the month application is made. This factor is used to determine the grant for qualified renters.

C. <u>APPLICANT</u> - an adult household member who completes, or has completed on their behalf, an application for Housing Grant benefits.

D. <u>CERTIFICATION PERIOD</u> - the period for which a grant is established for an eligible household, not to exceed twelve (12) months.

E. <u>COUNTY</u> - Arlington County, Virginia.

F. <u>COUNTY BOARD</u> - the County Board of Arlington County, Virginia.

G. <u>COUNTY MANAGER</u> - the County Manager of Arlington County, Virginia.

H. <u>DIRECTOR OF THE DEPARTMENT OF HUMAN SERVICES</u> - the Director of the Arlington County, Virginia, Department of Human Services in their capacity as the constituted Local Board of Social Services of Arlington County, Virginia.

I. <u>DISABILITY</u> – Permanently and totally disabled as defined in Section 6 - Categorical requirements under Disability.

J. <u>EARNED INCOME DEDUCTION</u> – Deductions applied to eligible applicants with earned income as defined within categorical requirements. Deductions consist of a $750, per minor child (per year) in the household *(only for working families),* or subtracting 20% of **earned** income, whichever amount is greater, from the countable gross annual income. The resulting figure is the adjusted annual income.

K. <u>DWELLING</u> - 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.

L. <u>GRANT</u> - monthly payment made by Arlington County to any person eligible for Housing

Grants assistance.

M. GRANT REDUCTION- the reduction of all grants by a percentage determined by the County Manager.

N. GROSS ANNUAL INCOME - the annualized sum of the countable gross income of all household members who are not independent contractors, except for the earned income of minors.

O. HOMELESSNESS - persons who are sleeping in places not meant for human habitation (i.e., outside, in cars, abandoned buildings, bus or metro stations, etc.; persons residing in emergency shelter).

P. HOUSEHOLD - a group of related people 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.

Q. 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.

R. LEGAL PRESENCE - A person who is either a citizen of, or an alien legally present in the United States. (See Section 7, part C)

S. LIVE IN AIDE- A person who resides with the applicant/recipient and who: 1. Is determined to be essential to the care and well-being of the applicant/recipient; 2. Is not obligated for the support of the applicant/recipient; and 3. Would not be living in the dwelling except to provide the necessary supportive services. This definition is consistent with 24 CFR § 5.403. (See Section 5, Part F.)

T. MAXIMUM ALLOWABLE RENT - maximum rental obligation, from Appendix 2, considered in the establishment of a grant.

U. NET ANNUAL INCOME – Annualized income used to calculate eligibility and grant amount, which is derived by subtracting either allowable earned income deductions or gross receipts or legitimate and necessary business expenses incurred for the period of earnings as defined by the self-employment section of this regulation.

V. RECIPIENT - person who is receiving Housing Grant benefits.

W. RECOUPMENT - Grant reduction imposed to recover funds that were improperly paid.

X. RELATIVE - person related to applicant by blood or marriage; includes parents, adult children, siblings, uncle/aunt, nephew/niece, first cousin, and their spouses.

Y. RENT - the monetary consideration paid to the owner or property manager for occupation of the dwelling unit.

Z. REPAYMENT AGREEMENT – refers to a formal written document signed by the housing grant household and provided to the Department of Human Services Housing Grant Program in which a tenant acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

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

BB. ROOMMATE- an individual or a group of unrelated people residing together.

CC. TRANSITION AGED YOUTH (TAY) - individuals or households between the ages of 18 and 24 (including ages 16 or 17 if legally emancipated) experiencing homelessness. Under the guidelines of this Housing Grant administrative policy, TAYs must be referred through

Arlington County, Virginia's Continuum of Care (CoC) and received intake via the CoC's Centralized Access System (CAS).

DD. YOUTH AGING OUT OF FOSTER CARE – individuals or households between the ages of 18 and 24 (including ages 16 or 17 if legally emancipated) who aged out of Arlington County's foster care system, locally or state-funded post foster care services, within the past two years. Under the guidelines of this Housing Grant administrative policy, Youth Aging out of Foster Care must be referred through Arlington County, Virginia's Child and Family Services Division (CFSD) Foster Care program.

SECTION 4. 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 the following:

Priority Populations

A. Category One
Arlington County Continuum of Care: Includes Arlington County Continuum of Care homeless services participants, homeless shelter and unsheltered residents connected to services via Arlington County's CoC providers and Treatment on Wheels at the time of waitlist pre-application. The Arlington County CoC may provide ongoing direct referrals for households qualifying under this prioritization guidance as households are registered within the CoC, through the County's Centralized Access System, By-Names List, and/or in an enrolled Homeless Management Information System (HMIS)-participating program, including domestic violence homeless services and programs. Requests for referrals will be initiated by the Housing Grant Program Administrators based on County Board established budget availability.

A waitlist register will be established from time to time when budgetary restraints may become necessary. When an existing waitlist register is close to being exhausted, program staff will announce a re-opening of a new Housing Grant Program waitlist opportunity. Further details about Housing Grant waitlist procedures can be found in Appendix 3.

SECTION 5. GENERAL REQUIREMENTS

A. RESIDENCY AND LEASED HOUSING REQUIREMENTS
    1. The applicant/recipient must be able to obtain a verified Arlington County lease in their name at the time of Housing Grant approval. For ongoing receipt of a Housing Grant benefit, recipients must continue to provide a current Arlington County lease in their name. The recipient must be physically living in the dwelling. Any absence from the dwelling for more than 30 days will render the household ineligible, except that the Program will provide a reasonable accommodation extending this period for a documented medical, disability-related, or other good cause absence upon request and supporting documentation from the applicant/recipient or their representative, consistent with Section 13.

    2. 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 they meet 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/recipient is

renting from an individual landlord, the applicant/recipient will be required to verify the property owner's current address.

3. The applicant/recipient must transfer to Arlington County public assistance benefits received, including but not limited to SNAP, Medicaid, and TANF, for all household members included on the Arlington County lease, where applicable. Public benefits secured outside of Arlington County's jurisdiction must be transferred to the residing jurisdiction where the Arlington County Housing Grant benefit is applied where administratively required by those programs. The applicant/recipient must provide evidence that they have applied to transfer the case record for any public assistance benefits received, if requested.

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. Roommates or unrelated people who live together in a single dwelling are subject to a rent maximum of 75% of the Maximum Allowable Rent for their household size.

6. Persons residing in a group residential facility, including, but not limited to, assisted living facilities and licensed homes for adults, are not eligible to receive a Housing Grant.

7. The applicant/recipient cannot receive any other form of rental assistance subsidies, not limited to the Housing Choice Voucher Program (formerly known as Section 8), Rapid Rehousing, and Permanent Supportive Housing, in tandem with the Housing Grant.

B. <u>APPLICATION FOR OTHER BENEFITS</u> - An applicant/recipient must make best efforts to apply for other benefits 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 for Needy Families, other retirement, or pensions.

Persons receiving Housing Grants are encouraged to apply for Child/Spousal support and pursue HUD Housing Choice Voucher program when made available.

C. <u>LEGAL PRESENCE</u> - 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

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

If an applicant states that they are 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 the applicant 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. <u>ABILITY TO PAY</u> - 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 have a rental obligation at or below the Maximum Allowable Rent (MAR) for the household size as established in Appendix 2. 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. Households within existing leases must be in good standing with their landlords, confirmed by a rental ledger. Households must have income equivalent to at least the average of 25 hours per week multiplied by the Virginia minimum wage established in the Code of Virginia.

E. <u>RENT MORE THAN 40% NET ANNUAL INCOME</u>- An applicant/ recipient must have an annual rent amount that exceeds 40% of the household's adjusted annual income (includes earned income deductions) in order to be eligible for a Housing Grant.

F. <u>RENT NO MORE THAN 55% OF NET ANNUAL INCOME</u> - An applicant's annual rent amount must not exceed 55% of the household's adjusted annual income (includes earned income deductions) in order to be eligible for a Housing Grant at admissions. Applicants whose annual rent exceeds 55% of adjusted annual income shall be found ineligible for the program.

G. <u>LIVE-IN-AIDE SITUATIONS</u>:

1. Verification. If an applicant/recipient requires a Live-In Aide (LIA) to reside in the dwelling, the applicant/recipient will provide a medical form, completed by the applicant's/recipient's physician, psychiatrist, or other medical or health care provider, verifying that the applicant/recipient would not be able to reside independently in the dwelling without live-in support. Verification of the need for an LIA is subject to the requirements of Section 3(S).

2. Treatment of a Qualified LIA — Household Composition and Income. Once a person is determined to be a qualified LIA under Section 3(S):
    a. The LIA is not considered a member of the applicant's/recipient's household for purposes of household size under Section 3(P) and income eligibility under Section 7;
    b. The LIA's income is excluded from the applicant's/recipient's gross annual income and net annual income; and

c. The applicant/recipient will not be treated as residing in a shared living or roommate situation [Section 3(BB)], and the rent-splitting and 75% roommate rent maximum described in Section 5(A)(6) will not apply.

3. Determination of Maximum Allowable Rent (MAR). For purposes of determining the applicable MAR tier under Appendix 2 only, and notwithstanding the household definition in Section 3(P), one qualified LIA is counted as an additional household member. This MAR-only treatment does not change the household's actual size for any other purpose, including income eligibility under Section 7 and Appendix 1, the counting of the LIA's income under Section 7, or the counting of the LIA's resources under Section 8.

   For example, a single applicant/recipient residing with one qualified LIA will be treated as a two-person household solely for the purpose of determining the applicable MAR tier under Appendix 2, and will otherwise be treated as a one-person household for all other purposes under this Chapter; a four-person household with one qualified LIA will be treated as a five-person household solely for purposes of determining the applicable MAR tier, and will otherwise be treated as a four-person household for all other purposes under this Chapter.

4. Continued Occupancy. An LIA's eligibility to reside in the dwelling for purposes of this Section is contingent upon the continued need for the LIA's services and the continued residency of the applicant/recipient. An LIA does not qualify for continued occupancy or benefits as a remaining member of the household after the applicant/recipient permanently vacates the dwelling for any reason other than in accordance with the terms of this Section. The continued need for the LIA arrangement will be verified at each annual recertification under Section 12(B), through written confirmation from the applicant/recipient that the LIA continues to reside in the dwelling and continues to meet the requirements of Section 3(S). The Program will not require a new medical form or other renewed verification of the underlying disability under Section 5(F)(1) at recertification unless the applicant/recipient reports a change in the LIA arrangement or in the applicant's/recipient's need for live-in support, or the Program otherwise has a documented, legitimate basis to believe such a change has occurred. The applicant/recipient must report any such change to the Program within 10 days, consistent with Section 9.I

SECTION 6. 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 C. below. Households in which some, but not all, members receive these benefits may qualify for a Housing Grant as long as either the applicant or the spouse/cohabitant is not a recipient of the benefit, and that person meets one of the categorical requirements specified in A – D below.

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

A. <u>AGE</u> – the applicant or the spouse/cohabitant must be at least 65 years of age.

B. <u>DISABLED</u> – the applicant or the spouse/cohabitant must be disabled as evidenced by one of three 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. Currently receives employment related long-term disability.

C. <u>WORKING FAMILY</u> – 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 must earn at least the Virginia minimum wage multiplied by 25 hours per week for each adult member of the Household, unless exempt. Households must earn adequate compensation for hours worked. Adequate compensation shall be no less than minimum wage for the number of hours worked.

1. RECIPIENTS OF TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF). EITHER EMPLOYED OR IN A SPECIFIED TRAINING PROGRAM
    a. A TANF household must be:
        i. Employed for a minimum average of 60 hours per month; or
        ii. Attending an employment training program approved by the Department of Human Services, scheduled to be completed within four months. The approved training program must be through the Arlington Employment 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.

2. ABLE BODIED ADULT - Adult household members in a working family household and who do not meet one of the following exemptions are required to earn at least the Virginia minimum wage multiplied by 25 hours per week. Able bodied adults will be exempt from this requirement if they:
    i. are a full-time student taking a minimum of 12 credits
    ii. provide care for a disabled household member 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.
    iii. provide childcare 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.

3. SCHOOL AGED CHILDREN - For all school aged 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.

D. <u>Youth Aging out of Foster Care and Transition Aged Youth (TAY) experiencing homelessness Pilot Admissions. Admissions under this temporary category are permitted only from July 1, 2024 through -September 30, 2026.</u>

1. The application must be submitted either through Arlington County's Continuum of Care's (CoC) Central Access System or through the Child and Family Service Division's (CFSD) Independent Living Coordinator. Households cannot self-refer.
2. Applicants can be no older than the age of 24 and 9 months for this category.
3. There is a maximum of 12 new slots per year, with six (6) slots designated for TAYs and six (6) slots designated for Youth Aging Out of Foster Care. However, the program reserves the right to reallocate based on demand, not to exceed 12 new slots at any given time.
4. By the third year that this category is operational, (FY 2027), there may be no more than a maximum of 36 active households under this category.

5. A household can receive benefits for a maximum term of 36 months. If benefits are

terminated prior to receiving the full 36 months, the household may seek reapplication for the balance of the maximum term through the proper referring agency (See Section 3, Z-AA).

6. If any applicant for this category meets another eligibility category, (Section 6: Age, Disability or Working Family), these applicants will be enrolled in the other category, if eligible. Eligibility categories outside of the Youth Aging out of Foster Care and TAYs are not limited by size or duration.
7. If an application is received and the allocated slots under this category are full, the application will be denied.
8. Youth Aging out of Foster Care and TAY households must earn at least the Virginia minimum wage multiplied by 25 hours per week for each adult member of the household, unless exempt. Households must earn adequate compensation for hours worked. Adequate compensation shall be no less than minimum wage for the number of hours worked.

E. <u>Universal Household Pilot</u>- applies to active households with prorated Housing Grant subsidies based on legal presence, effective September 1, 2025. This pilot's duration is subject to the available annual appropriation for this purpose by the Arlington County Board. Households receiving a Housing Grant as of September 1, 2025, and who were subject to the program's proration methodology based on legal presence, will enter a pilot trial to account for all household members by un-prorating grants. This is a one-time pilot, admitting active and eligible households on the established effective date. Un-prorated subsidies will go into effect on October 1, 2025, for the households identified in the pilot. Any household who is approved for a prorated Housing Grant subsidy based on legal presence after September 1, 2025, will not be a part of this pilot.

1. Households selected under the Universal Pilot will be identified by Housing Grant Program administrators. Eligible households will be notified via written email and mailed correspondence prior to September 30, 2025.
2. Households cannot self-refer to this pilot.
3. Universal Household Pilot households must earn at least the Virginia minimum wage multiplied by 25 hours per week for each adult member of the household, unless exempt. Households must earn adequate compensation for hours worked. Adequate compensation shall be no less than the minimum wage for the number of hours worked.
4. Households will be removed from the Universal Pilot, with no recourse for readmission, should any of the following occur:
    - Household fails to retain program eligibility. This includes, but is not limited to, compliance with all income, assets, Maximum Allowable Rent limits and categorical requirements.
    - Household has their housing grant benefits unpaid due to ineligibility for at least two consecutive months.
    - Household requests to be removed from the pilot.
5. The duration of the Universal Household Pilot is subject to change. Pilot participants will receive at least 60 days advanced notice prior to the pilot's end date.

SECTION 7. INCOME REQUIREMENTS

A. <u>INCOME LIMITS</u> - the household's current or projected countable gross annual 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 Appendix I

B. <u>COUNTABLE GROSS ANNUAL INCOME</u> - the household's gross annual income, including earned and unearned 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 not be considered in the income determination. All income must be verified and documented in the case record. Countable Annual Gross Income includes, but is not limited to:

<u>Earned Income:</u>

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 are needed to effectively substantiate the need for an ongoing housing benefit.

2. <u>Self- employment</u> - 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 (such as Uber or Lyft) or other gig economy jobs (such as online platforms including but not limited to Doordash, Instacart, Amazon, Taskrabbit, Thumbtack) services will have income considered in accordance with service worksheet and income statements.

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

<u>Unearned Income</u> 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 and/or deposits.
6. Personal 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. <u>LANDLORD VENDOR PAYMENTS</u>:
Payments made directly to the landlord 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. <u>INCOME FROM NON-LEGALLY PRESENT HOUSEHOLD MEMBERS</u>: The income from Non-Legally Present household members shall count in its entirety.

E. <u>METHOD OF CALCULATING EARNED INCOME</u> - 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. EARNED 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, working family, CFSD Youth and TAYs, and Universal Household Pilot.

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

SECTION 8. 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 statements must be provided. If provided statements indicate unreported deposits or unusual expenses, additional verification statements may be obtained by Housing Grant Program Administrators and/or required.

F. TRANSFER OF RESOURCES - If an applicant for a Housing Grant transfers or otherwise disposes of their legal or equitable interest in a countable resource *(listed in SECTION 8. RESOURCE REQUIREMENTS; B)* without adequate compensation within six months prior to application for a Housing Grant, the applicant will be ineligible for the grant for a specified period of time based on the following calculation. The time period of ineligibility is based on 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 (MAR) for the applicant's 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 without adequate compensation, $10,000 would be the amount exceeding the $35,000 limit. The number of months an applicant would be disqualified is $10,000 (the amount exceeding the $35,000 limit) divided by the MAR for one person ($1,740), which equals 5.74. Rounding up, the household would be disqualified for six months.

If a current recipient's household transfers countable resources, without receiving adequate compensation, it shall be permanently ineligible for a Housing Grant. Adequate compensation will have been received when:

i. The transfer of the countable resource resulted in compensation to the individual which approximates the equity value of the defined resource. The compensation can be in the form of money, goods, or services. The value of goods and services must be reasonable for the current fair market value. 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.
ii. Payment has been made on the cost of medical care which approximates the equivalent of the returned value of the resource.

SECTION 9. 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 be reported include, but are not limited to source of income, amount of income of more than $100 per month, 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 10. 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, working families, CFSD Youth or TAYs, or Universal Household Pilot.

1. <u>Elderly/ Disabled/TAY and Youth Aging out of Foster Care.</u>
   In the case of qualifying elderly or disabled persons or families or TAY and Youth Aging Out of Foster Care, 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. 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).
   c. 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.

3. 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 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 divided by 5 = $100; $100 X 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 Manager 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 their 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 Housing Grant Manager 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 their 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 OHS 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. Case processing status updates will be provided to applicants at least 90 days from initial application submission.

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. Households subject to annual recertification requirements will be provided with official notice to apply for recertification no fewer than 90 calendar days before their assigned deadline.

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 (60 calendar days) 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.

If program participants fail to meet or retain their eligibility status while participating in the Housing Grant Program, the household will be granted a 60-calendar day hardship reprieve to reestablish program eligibility and meet all required conditions. Upon written request, participants who are unable to reestablish eligibility requirements within the initial 60-calendar day hardship reprieve may request a one-time extension of up to 30 additional calendar days to reestablish program compliance. Extension requests must include documented evidence of progress toward reestablishing eligibility. Approval of an extension is subject to Housing Grant Program Administrative review and is not automatic. Program participants who fail to establish or reestablish eligibility, or who do not comply with all program requirements after the granted hardship reprieve (including any approved extension), will have their Housing Grant benefit closed in accordance with Section 12 of the Housing Grant Administrative Regulations. A hardship reprieve period is not applicable to households that fail to apply for recertification.

F. IMPROPER PAYMENTS AND DISQUALIFICATION

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

1. Household with adult member(s) who are convicted in court of fraud related to the Housing Grant Program 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 (HCV) Program will have the adult members disqualified for six (6) months from the time the HCV 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 remains in the household; the applicant will have their housing grant prorated for 6 months.

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 criminally 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 active cases receiving ongoing or recurring monthly subsidies, the disqualification period will begin as soon as administratively possible. Appeals of the disqualification, except for criminal conviction, may be made to the Housing Assistance Bureau Director through the Housing Grant Program Manager.

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 or repayment agreement schedule is established.

Agency caused overpayment cases may continue to receive a grant, provided that a schedule of 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.

A recoupment schedule may be applied for active participants within the Housing Grant program where an overpayment of the grant has been discovered. The amount of the overpayment will be recovered by reducing the household’s grant by 10% of the monthly grant amount, each month, until the overpayment is satisfied. This is called a recoupment. A grant recoupment begins the month following the discovery of the overpayment amount. If a household is under an active recoupment schedule and has their Housing Grant terminated or subsequently closed, program administrators will exercise its authority to enter into a repayment agreement schedule with the household or refer the recoupment schedule to the Arlington County Treasurer's Office for collections.

A *repayment agreement schedule* will generally require a down payment of 10% of the total amount owed. If the household can provide evidence satisfactory to the Housing Grant program administrators that a down payment of 10 percent would impose an undue hardship, the Housing Grant program may, in its sole discretion, require a lesser percentage or waive the requirement.

The following thresholds for repayment of debts apply:

- Amounts $3,000 and above must be repaid within 36 months.
- Amounts between $2,000 and $2,999 must be repaid within 30 months.
- Amounts between $1,000 and $1,999 must be repaid within 24 months.
- Amounts under $1,000 must be repaid within 12 months.

If a household can provide evidence satisfactory to the Housing Grant program administrators that the threshold applicable to the household's debt would impose an undue hardship, the program may, in its sole discretion, determine that a lower monthly payment amount is reasonable. In making its determination, the Housing Grant program will consider all relevant information, including the following:

- The amount owed by the household to the program
- The reason for the debt, including whether the debt was the result of family action/inaction or circumstances beyond the household's control
- The household's current and potential income and expenses
- The household's current rental obligation to gross income ratio
- The household's history of meeting its financial responsibilities

All payments are due by the close of business on the 15th day of the month. If the 15th does not fall on a business day, the due date is the close of business on the first business day after the 15th. If a payment is not received by the end of the business day on the date due, and prior approval for the missed payment has not been given by the Housing Grant administrators, the program will send the household a delinquency notice giving the family 10 business days to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement. After three (3) delinquency notices for unexcused late payments in a 12-month period, the repayment agreement will be considered in default.

Repayment agreements deemed in default will be turned over to Arlington County's Treasurers Office for collections. The County reserves the right to impose additional processing fees and penalties.

G. APPEALS -

An applicant/recipient may appeal an agency decision within 30 days of notification by contacting, in writing, the Housing Grant Specialist or Program Manager. The Program Manager will review the decision and basis of appeal and issue a written determination within 14 business days. In the event the applicant/recipient is unsatisfied with the findings of the Program Manager's review, the determination will be reviewed and a written determination issued by the Director of the Housing Assistance Bureau within 14 business days.

In the event the applicant/recipient is unsatisfied with the finding of the Housing Bureau Director, the applicant/recipient may pursue the last step in the process, an appeal to the Director of the Economic Independence Division, who will make a final written determination within 14 business days.

If an applicant has been determined ineligible for initial admission to the program, no payments will be made during the appeal process. If an existing recipient's ongoing Housing Grant benefit is being terminated or reduced, the household's benefit shall continue unchanged during the appeal process unless the basis for termination is the household's failure to apply for recertification. 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.

Notwithstanding the foregoing, if the basis for termination is a finding of fraud verified through a third-party data match or other independent verification method, and the amount of improperly paid Housing Grant benefits associated with that finding exceeds $2,000, the household's Housing Grant benefit will be halted immediately upon issuance of the termination notice, and will not continue during the appeal process. This exception does not apply where the disputed income or eligibility issue arises from a reasonable accommodation request or determination under Section 13

SECTION 13. FAIR HOUSING, NONDISCRIMINATION, AND REASONABLE ACCOMMODATION

A. NONDISCRIMINATION - The Housing Grants Program will comply with all applicable federal, state, and local nondiscrimination laws, including but not limited to the Fair Housing Act (42 U.S.C. § 3601 et seq.), Title II of the Americans with Disabilities Act (42 U.S.C. § 12131 et seq.), Title VI of the Civil Rights Act of 1964, and the Virginia Fair Housing Law (Va. Code § 36-96.1 et seq.). No applicant or recipient will be denied the opportunity to apply for or receive a Housing Grant on the basis of race, color, religion, national origin, sex, familial status, disability, or any other characteristic protected by applicable law.

B. REASONABLE ACCOMMODATION - DEFINITION AND SCOPE - A reasonable accommodation is a change to a rule, policy, practice, or service that a person with a disability may need to fully use the Housing Grants Program. A person has a disability if any of the following is true: (1) the person has a physical or mental impairment that substantially limits one or more major life activities; (2) the person has a record of such an impairment; or (3) the person is regarded as having such an impairment. A person only needs to meet one of these three to have a disability under this Section. This definition is different from, and wider than, the disability definition used for the Disabled category in Section 6.B. A person does not have to qualify for the Disabled category under Section 6.B to ask for and receive a reasonable accommodation under this Section.

C. NOTICE OF RIGHT TO REQUEST ACCOMMODATION - The Housing Grant Program will provide notice of the right to request a reasonable accommodation through multiple channels, including the Arlington County Housing Grants webpage and the Housing Grant Program's housing benefits portal. Each notice will include the following language: "If you or anyone in your household is a person with a disability and you require a specific accommodation to fully access or utilize the Housing Grants Program, please contact the Housing Grant Program Administrators." The Program will provide the name and contact information of designated staff to process accommodation requests.

D. REQUEST AND RESPONSE PROCESS - An applicant or recipient may request a reasonable accommodation orally or in writing at any time. The Housing Grant Program will treat any statement indicating that an accommodation is needed because of a disability as a request for reasonable accommodation, whether or not a formal written request is submitted. The Program will respond in writing to a request within 14 business days. If the disability or the need for the requested accommodation is not obvious or otherwise known to the Program, the Program may request only the information necessary to verify that the applicant/recipient has a disability and that the requested accommodation is related to that disability.

The Program will not inquire into the nature or extent of the disability, will not request or retain medical records, and will dispose of any diagnostic or treatment information inadvertently received, retaining only a note that verification was obtained, the date received, and the name of the verifying source.

E. APPROVAL AND DENIAL - The Housing Grant Program must approve a request for accommodation if: (1) the request is made by or on behalf of a person with a disability; (2) there is an identifiable relationship between the disability and the requested accommodation; and (3) the accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on the Program or fundamentally alter the nature of the Housing Grants Program. If the Program denies a request because no relationship exists between the disability and the requested accommodation, the denial notice will inform the applicant/recipient of the right to appeal under Section 12.G. If the Program denies a request because it is not reasonable, the Program will discuss with the applicant/recipient whether an alternative accommodation would address the disability-related need without imposing an undue burden or fundamental alteration before issuing a final written denial.

F. ACCESSIBLE APPLICATION AND COMMUNICATION FORMATS - The Housing Grant Program will provide alternative formats for submitting applications, pre-applications, and other required communications (including by mail, in person, or by phone) upon request as a reasonable accommodation. The Program will make reasonable efforts to provide auxiliary aids and services, including large-print materials, TTY/TTY or 711 relay access, and sign language or other interpretation, upon request.

G. LIMITED ENGLISH PROFICIENCY (LEP) - Consistent with Title VI of the Civil Rights Act of 1964, the Housing Grant Program will take reasonable steps to provide meaningful access to its programs and services for persons with limited English proficiency, including translated notices and forms for the most common non-English languages spoken by the County’s service population, and interpretation services upon request.

H. ACCOMMODATION IN CONNECTION WITH DENIAL, TERMINATION, OR REDUCTION OF ASSISTANCE - A decision to deny, terminate, or reduce the assistance of a household that includes a person with a disability is subject to consideration of reasonable accommodation. Any notice of denial, termination, or reduction issued under Section 12 will inform the applicant/recipient of the right to request a reasonable accommodation in connection with that decision and in connection with participation in the Section 12.G appeal process. Before finalizing a denial, termination, or reduction, the Program will consider whether a reasonable accommodation would allow the household to meet the requirement at issue.

Housing Grant Administrative Policy Appendices

Appendix 1: Income Guidelines

The Income Limit is 85% of HUD's Section 8's maximum income level (which is set at 50% of area median income).

Effective 5/4/2026

Household Size	Income Limit
1	$49,428
2	$56,483
3	$63,538
4	$70,593
5	$76,245
6	$81,898
7	$87,550
8	$93,203

Effective 5/1/2025

Household Size	Income Limit
1	$48,790
2	$55,760
3	$62,730
4	$69,658
5	$75,268
6	$80,835
7	$86,403
8	$91,970

Effective 5/1/2024

Household Size	Income Limit
1	$46,028
2	$52,615
3	$59,203
4	$65,748
5	$71,018
6	$76,288
7	$81,558
8	$86,828

Effective 6/1/2023

Household Size	Income Limit
1	$44,837

2	$51,255
3	$57,673
4	$64,048
5	$69,190
6	$74,333
7	$79,433
8	$84,576

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 5/1/2017

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 2016

Household Size	Income Limit
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 4/1/2015

Household Size	Income Limit
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 2014

Household Size	Income Limit
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 2013

Household Size	Income Limit
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 7/1/2012

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 4/1/2006

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 4/1/2005

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 4/1/2004

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 4/1/2003

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 7/1/2002

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 4/1/2001

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

Effective 4/1/2000

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

Appendix 2: Maximum Allowable Rents

For determinations made effective July 1st, 2026

- **TIER 1**: $1,845 for a one-person household (or 2 person if spouse/partner household)
- **TIER 2**: $2,214 for a two to four-person household (3 or more if spouse/partner) or more
- **TIER 3**: $2,557 for five or more-person household (working family)

For determinations made effective July 1st, 2025

- $1,740 for a one-person household (or 2 person if spouse/partner household)
- $2,089 for a two to four-person household (3 or more if spouse/partner) or more
- $2,413 for five or more-person household (working family)

For determinations made effective July 1st, 2024

- $1,695 for a one-person household (or 2 person if spouse/partner household)
- $2,035 for a two to four-person household (3 or more if spouse/partner) or more
- $2,351 for five or more-person household (working family)

For determinations made effective July 1st, 2023

- $1,602 for a one-person household (or 2 person if spouse/partner household)
- $1,921 for a two to four-person household (3 or more if spouse/partner) or more
- $2,220 for five or more-person household (working family)

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: HOUSING GRANT WAITLIST

When a household wishes to receive assistance through the Housing Grants Program, the household must submit an application that provides the Housing Grants Program with the information needed to determine eligibility. All applicant households are placed on a waitlist unless the program is open for immediate acceptance. When Housing Grant assistance becomes available, the program selects households from the waitlist according to the Housing Grant administrative regulations and program policies.

The Housing Grants Program shall maintain procedures for accepting applications, placing households on the waitlist, and selecting households for assistance. The procedures herein govern how applicants are prioritized and in what order they may be served. The position of a household on the waitlist may also be influenced by characteristics defined within Housing Grant Program Administrators, such as priority population categories or other program-based factors.

The program must ensure that all households have an equal opportunity to apply for and receive housing assistance and that the administration of the Housing Grants Program supports Arlington County's fair housing goals.

This appendix provides the policies that govern how applications are received, how the waitlist is maintained, and how households are selected for Housing Grant assistance. This appendix is part of the Housing Grant Administrative Regulations.

It is organized into seven parts:

- **I. Waitlist opening and outreach**
- **II. Online waitlist pre-application submission**
- **III. Lottery selection**
- **IV. Placement & preference assignment**
- **V. Ongoing applicant responsibilities (updates)**
- **VI. Waitlist Removal**
- **VII. Selection for Housing Grant Assistance**

I. Waitlist opening and outreach

The Housing Grant Program will conduct outreach as necessary to ensure the Housing Grant Program has a sufficient number of applicants on the waitlist to use all allocated resources. Housing Grant Program Administrators may need to conduct special outreach to ensure that an adequate number of households apply for assistance.

The Housing Grant Program will open and close the Housing Grant waitlist in a manner that ensures fair, equitable, and efficient access to housing assistance. When the waitlist is opened, the Housing Grant Program will provide advance notice to the community with at least 10 calendar days' notice for equitable access. Notification of the Housing Grant Program's waitlist opportunity will be disseminated, at minimum, through Arlington County's website and the Department of Human Services offices. The Housing Grant Program will make efforts to reach low-income households, persons with disabilities, limited English Proficiency (LEP), and underserved populations.

Housing Grant Program may open the waitlist when it determines one or more of the following:

- Sufficient funding and rental subsidy availability exists or are anticipated;
- The number of applicants on the current waitlist is insufficient to meet the County's approved budgetary authority; or
- Programmatic priorities require a targeted selection of applicants.

The Housing Grant Program may close the waitlist when:

- The number of applicants exceeds the program's ability to assist within a reasonable period; or
- Administrative efficiency requires limiting new applications.

II. Online waitlist pre-application submission

The Housing Grant Program will require households to provide the information needed to make an initial assessment of the household's eligibility, and to determine the household's placement on the waitlist. The household will be required to provide all information necessary to establish household eligibility and level of assistance when the household is selected from the waitlist.

The Housing Grant Program will accept waitlist pre-applications via an online application portal system. If a pre-application is incomplete, the Housing Grant Program will reject the pre-application and the online application portal will advise the applicant of the required information in order to accept the pre-application. The head of household is allowed to submit only one pre-application per household, any duplicate pre-applications will not be accepted.

Applicants in need of reasonable accommodations for alternative pre-application submission formats (via paper, U.S. mail, or phone) may request an accommodation or hardship by contacting the Housing Grant Program Administrators, consistent with Section 13 of the Housing Grant Administrative Regulations. All notices announcing a waitlist opening will affirmatively state that alternative application formats are available and provide the contact information for requesting one. The Housing Grant Program will take reasonable steps to make application materials accessible to persons with limited English proficiency, including translated notices and interpretation services upon request. Households submitting waitlist pre-applications will receive confirmation of the household's submission. No waitlist pre-applications will be accepted after the announced closing date of the waitlist. The Housing Grant Program may choose to continue to accept pre-applications from households meeting certain criteria while closing the waitlist to others.

III. Lottery selection

Applicants will be placed on the waitlist according to any preference(s) for which they qualify, based on their submitted pre-application received by the Housing Grant Program during the waitlist register period. Pre-applicants will be placed on the waitlist using a lottery system or randomized selection process. It is up to the discretion of the Housing Grant Program Administrators to determine the maximum number of pre-applicants to be retained on a final waitlist. Each household's pre-application will be randomly assigned a system-generated number once the lottery process is performed. Pre-applications will be randomly selected and placed on the waitlist in a rank order weighted by Housing Grant Program's preference(s).

Households will be selected from the waitlist based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the Housing Grant Program's hierarchy of preferences, if applicable. The Housing Grant Program Administrators must review each complete pre-application received and make a preliminary assessment of the household's eligibility. Placement on the waitlist does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waitlist and invited for an eligibility interview.

IV. Placement & preference assignment

Applicants that meet a local preference will receive a higher placement on the waitlist after the placement is determined by the randomized lottery. The Housing Grant Program has established one local selection preference with an assigned value of 1 point. Equal preference holders will be separated on the waitlist from non-preference holders.

The Housing Grant Program local preference follows:

1. Arlington County Continuum of Care (CoC) - Participants, homeless shelter and unsheltered residents connected to services via Arlington County's CoC providers and Treatment on Wheels <u>at the time of waitlist pre-application</u>. The Arlington County CoC may provide ongoing direct referrals for households qualifying under this prioritization guidance as households are registered within the CoC, through the County's Centralized Access System, By-Names List, and/or in an enrolled Homeless Management Information System (HMIS)-participating program. Households selecting this preference will be verified through the Arlington County CoC systems, including domestic violence homeless services and programs.

Households found ineligible for the local preference will have their preference removed from its pre-application and lottery position moved to the bottom of the waitlist. When a household's preference has been removed, a written notice of the determination, including the basis for the determination, will be sent to the household. A household may request reconsideration of the preference removal determination by submitting a written request, together with any supporting documentation (such as CoC registration records, HMIS enrollment verification, or shelter documentation), to the Housing Grant Program Administrators within 14 business days of the program's determination notice date. The Housing Grant Program Administrators will issue a written decision on the reconsideration request within 14 business days of receipt. While a reconsideration request is pending, the household requesting reconsideration will keep its placement position based on its non-preference standing during this time. If a household's reconsideration request is successful, the household's preference will be returned and the household will be repositioned back with waitlist preference holders.

Non-preference holders on the waitlist will not have bearing on the order in which households may be called for an eligibility interview.

The Department of Human Services, through the Economic Independence Division Director, reserves the right to grant special admissions for up to 5 households per fiscal year who are victims of local natural disasters, or other local catastrophic circumstances (such as sudden, unforeseen funding reductions to other housing assistance programs) to the Housing Grant Program outside of the Housing Grant waitlist protocol. All standing Housing Grant Administrative Requirements will apply to households with special admissions.

V. Ongoing Applicant Responsibilities (updates)

While a household is on the waitlist, the household must immediately inform the Housing Grant Program of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in the online application portal system or reported to the Housing Grant Program Administrators.

VI. Waitlist Removal

Housing Grant Program Administrators may remove applicant names from the waitlist if the applicant does not respond to the Housing Grant Program's request for information or updates. The household's response must be in writing and may be delivered in person, by mail, by email, via the online application portal. Responses should be postmarked or received by the Housing Grant Program no later than 15 business days from the date of the Housing Grant Program's initial notification correspondence. The Housing Grant Program will provide a reasonable accommodation extending any response deadline in this Part VI for a documented medical, disability-related, or other good cause circumstance, upon request and supporting documentation from the household or its representative, consistent with Section 13 of the Housing Grant Administrative Regulations.

If the waitlisted household fails to respond within 15 business days of the Housing Grant Program's initial notification attempt (documented via application portal, email and/or U.S. mail), the household will receive a second, and final, notification attempt with an extended 15 business day deadline before being removed from the waitlist without further notice.

If at any time Housing Grant Program Administrators determine an applicant on the waitlist is not eligible for assistance, the household will be removed from the waitlist.

Housing Grant Program Administrators will update the waitlist as needed to ensure that all applicants and applicant information is current and timely. To update the waiting list, Housing Grant Program Administrators will notify households on the waitlist to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address or email that the Housing Grant Program has on record for the household. The update request will provide a deadline by which the household must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The Housing Grant Program may reinstate a household if it is determined that the lack of response was due to administrative error or due to circumstances beyond the household's control. Any household removed from the waitlist for a period of 6 months or more, is not eligible for reinstatement to the waitlist.

VII. Selection For Housing Grant Assistance

The Housing Grant Program will notify the household by first class mail and email used within the household's pre-application, or any subsequent updated online portal contact information, when selected from the waitlist. Households will be selected for Housing Grant assistance when sufficient funding or rental subsidy availability exists. Dependent upon subsidy availability, households will be selected based on preference holders, until exhausted, then non-preference holders.

Households selected from the waitlist will be required to participate in an eligibility interview. The notice will inform the household of the following:

- Date, time, and location of the scheduled eligibility interview, if necessary,
- Application intake instructions for online portal
- Checklist of documents that must be provided
- Release of information form

The household must provide the information necessary to establish the household's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the Housing Grant Program will provide the family with a written list of items that must be submitted. Households must comply with all program requirements outlined in Sections 5 through 12 of the Housing Grant Administrative Regulations. Failure to complete required steps may result in household's application denial or removal from the waitlist. Household applications denied at this selection stage will not have the ability to reapply to the Housing Grant Program unless a new waitlist opportunity is reopened or the program resumes soliciting applications from the public. Households may appeal the agency's decision as stipulated in Section 12(G).