



CITY OF EAST PEORIA HOUSING AUTHORITY

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**HOUSING CHOICE
VOUCHER
BRIEFING PACKET**

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HOW THE HOUSING CHOICE VOUCHER PROGRAM WILL WORK FOR YOU

The Housing Choice Voucher (HCV) Program places the choice of housing in the hands of the individual family. You will locate your own suitable housing within our jurisdiction from open market landlords who are willing to participate with our Housing Choice Voucher Program.

The housing unit selected by the family must meet an acceptable level of health and safety before the EPHA can approve the unit. When the voucher holder finds a unit that it wishes to occupy, the EPHA must first determine that the rent requested by the landlord is reasonable and the unit MUST be inspected prior to approval.

The East Peoria Housing Authority will pay a portion of the rent to the landlord based upon your income. We calculate our agency's maximum assistance amount using a formula considering your income, contract rent, utility allowance and the HUD payment standard. You will then be responsible for the difference between our subsidy amounts and the actual contract rent. The payment standard is used to calculate the amount of housing assistance a family will receive. The voucher holder can select a unit with a rent that is below or above the payment standard. The housing voucher family must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment standard the family will pay the additional amount. Under the HCV Program, the family is responsible for the total cost of utilities (in accordance with the lease agreement), unit deposit, and service connection fees.

WHO IS ELIGIBLE?

Eligibility Criteria:

- 1) Initially the income for the family must be below the income guidelines as established by HUD.

Income limits based on number of household members:

<u>ONE</u>	<u>TWO</u>	<u>THREE</u>	<u>FOUR</u>	<u>FIVE</u>	<u>SIX</u>	<u>SEVEN</u>	<u>EIGHT</u>
\$27,900	\$31,850	\$35,850	\$39,800	\$43,000	\$46,200	\$49,400	\$52,550

- 2) Family must disclose necessary information for EPHA to determine eligibility.
- 3) The family must not have violated any tenant obligations under this or any other federally funded housing program.
- 4) Family must not have history of drug/alcohol abuse and/or have a record of violent crime.
- 5) Family must have no household members that are subject to the lifetime registration under any State sex offender law.

OVERVIEW OF THE HCV PROCESS

1. ISSUANCE OF VOUCHER OF PROGRAM PARTICIPATION

- The participating family will receive a Housing Choice Voucher that allows the family to locate suitable housing within our jurisdiction.
- The issuance of the voucher represents a contractual agreement between the EPHA and the family specifying the rights and responsibilities of each party.
- The issuance of a voucher does NOT constitute admission into the HCV Program which occurs when the HAP Contract is executed between the landlord and the EPHA
- The voucher has an expiration date which is 90 calendar days from the date of issuance, with the possibility of an additional 30-day extension, if qualified; by written request prior to the expiration of the voucher
- EPHA may extend, for an additional term from the beginning of the initial term if the family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability.

SUBSIDY STANDARDS

In issuing the voucher to an eligible family, the EPHA determines the number of bedrooms to be placed on the voucher for the families' size. These standards are developed for the purpose of determining the voucher size which will best meet the family's need for housing while maximizing the use of the space and minimizing the cost to the government.

In establishing the subsidy standards, the EPHA will:

- Consider the smallest number of bedrooms needed to house the family without overcrowding
- Assign a subsidy standard that does not require more than two persons to occupy the same bedroom
- Include every member of the family, regardless of age, including a child who is temporarily absent due to placement in foster care
- Consider a single pregnant woman with no other family members as a two-person family
- Consider an approved live-in aide for a qualified family.

UNIT SIZE VS. FAMILY SIZE

The size of your unit is determined by your family size in accordance with our subsidy standards. The actual size unit you rent is up to you as long as it has adequate sleeping space for your family size. Our subsidy standards are as follows: The head of household and spouse require their own bedroom for privacy. Every person after that is a family member regardless of age. We allow two family members of the same sex to share a bedroom. Opposite sex family member's require separate bedrooms (at age 4).

Subsidy standard exceptions for reasons such as medical will be reviewed on a case by case basis. Once on the program, if you were to have a child and the gender is such that would require you to have a larger unit, we would not require you to move until the child is 4 years old, however you could choose to move sooner if you desire.

Payment Standards

The families' applicable payment standard is based upon the voucher bedroom size and represents the maximum subsidy available to you. You can rent a unit for more than the payment standard, but as you exceed the PS your portion of rent will increase.

If you choose a smaller unit with adequate sleeping space for your family, we will use the payment standard for the bedroom size you have selected.

The family may rent a larger size unit than that listed on the voucher if the unit is affordable. The voucher size will not change.

CURRENT PAYMENT STANDARD

0 BED	1 BED	2 BED	3 BED	4 BED
573	629	798	1022	1151

Utility Allowance

The EPHA will use an estimate to determine the average cost of utilities that the family is responsible for. This amount is included in the calculation determining affordability.

Utility allowance will be for the size of the voucher-**NOT ACTUAL BEDROOM SIZE OF THE UNIT SELECTED**

TOTAL TENANT PAYMENT (TTP)

The Total Tenant Payment (TTP) is the minimum amount you must contribute toward rent and utilities regardless of the unit you select. Your TTP is calculated by a required formula based on your total household income. The formula looks at your income in two ways: monthly-adjusted income and monthly gross income.

Your total household annual income is the beginning point in the formula. Annual income must be converted into your monthly income.

The formula calculates 30% of your total household monthly adjusted income, and
10% of your total household monthly gross income.

The TTP (the amount you pay) will be the highest of these amounts:

- 10% of your total household annual income OR
- 30% of your total household adjusted monthly income OR
- Minimum Rent as determined by the EPHA (currently \$25)

The TTP will include any rent amount above the Payment Standard, but the TTP cannot exceed 40% of the adjusted monthly income for initial program eligibility (and each move to a new unit).

Example of TTP calculation:

Monthly adjusted income = \$600.00

30% of monthly adjusted income = $\$600.00 \times 30\% = \180.00

Monthly gross income = \$640.00

10% of monthly gross income = $\$640.00 \times 10\% = \64.00

Minimum Rent = \$25.00

In this example, the TTP will be \$180.00

MAXIMUM INITIAL RENT BURDEN (AFFORDABILITY)

When a family selects a unit with a gross rent exceeding the payment standard, the EPHA must determine whether the family's share for that unit would exceed the maximum initial rent burden. The family share may not exceed forty (40) percent of the family's monthly adjusted income when the family initially moves into the unit or signs the first assisted lease for a unit. The maximum initial rent burden applies only when the gross rent for the unit selected exceeds the applicable payment standard.

2. The Request for Tenancy Approval (RFTA)

- The participating family will receive a RFTA. Once you have located your suitable housing the RFTA will need to be completed by the owner/landlord and returned to our office for approval.
- The RFTA will tell the participating family what the landlord is requesting for rent and deposit. The RFTA will also identify which utilities the family will be responsible for.
- Once the RFTA is submitted to our agency the time on the voucher is placed on hold. In the event that the RFTA is denied the participating family will receive all hold days back on their voucher time in order to locate another suitable unit.
- The RFTA may be denied if:
 1. the owner has been disapproved
 2. the RFTA is submitted after the expiration date of the voucher
 3. the unit cannot pass HQS Inspection
 4. the requested rent is not reasonable
 5. the requested rent is not affordable for the family
- If the rent requested is not affordable for the family, then the EPHA will work with the landlord in negotiations to attempt to reduce the rent to an affordable amount for the family.
 - a) Should the landlord not agree to negotiate the contract rent amount the RFTA will be cancelled and the participating family will need to locate other suitable housing
 - b) Should the landlord agree to lower the contact rent in order to make the unit affordable the housing authority will continue the HCV process by scheduling an initial inspection of the unit.

RENT REASONABLENESS

The EPHA must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the EPHA must consider: location, quality, size, unit type, and the age of the unit; and any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.

Three comparable studies of unassisted rental units will be used for each rent reasonable determination.

If the unit is not Rent Reasonable, the family and/or the EPHA may negotiate the rent with the owner. The owner is under no obligation to reduce the rent. If negotiations fail, and there is still time left on the voucher, the family will be issued a new RFTA to locate another unit.

3. Housing Quality Standard Inspection

- Once the RFTA is approved an inspection will be completed on the requested unit.
- Should the initial inspection fail the EPHA will give the landlord a reasonable amount of time to complete repairs and the unit will re-inspected.
- Once the unit passes inspection the lease can be executed

4. Signing Lease Documents

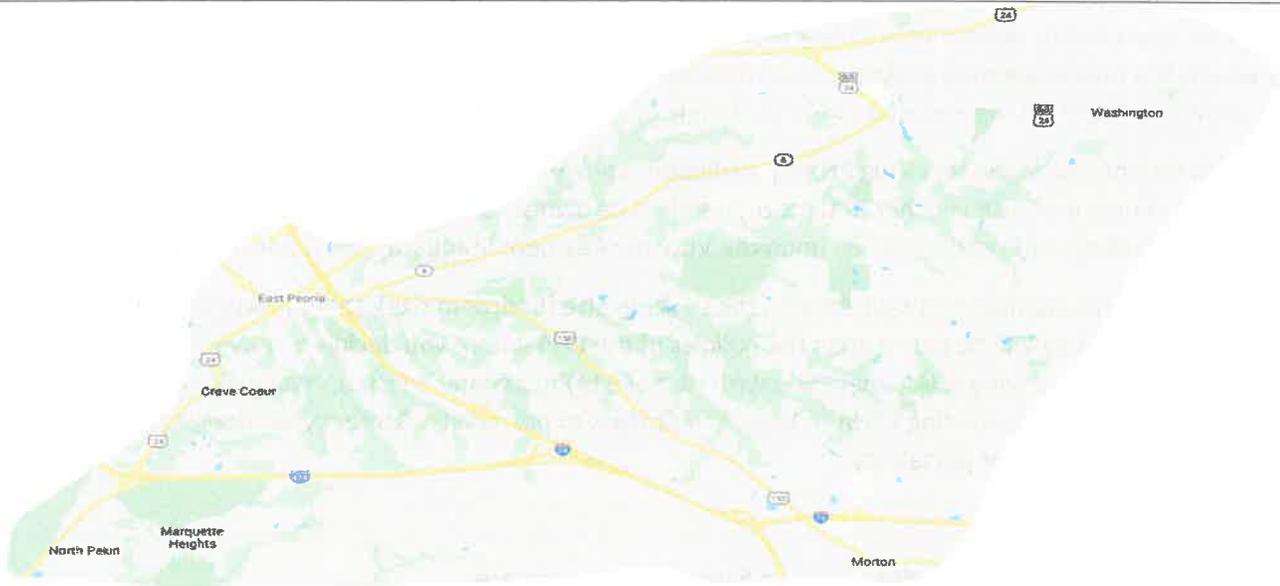
- The lease signing will take place in a manner agreed upon prior to the approval of the unit.
- Prior to the lease signing the participating family will need to have utilities turn on in their name as prescribed by the RFTA, and negotiation the terms of the deposit with the landlord. **The EPHA does not pay security deposit. The family is responsible for pay security deposits.**
- The participating family and the landlord will enter into a lease agreement and addendum for an initial term of one year
- The EPHA and the landlord will execute the HAP Contract.
- Once all executed documents have been received by the EPHA rental assistance payments will begin.

East Peoria Housing Authority Jurisdiction

The East Peoria Housing Authority covers areas of Tazewell County, Illinois. The family may lease a unit within the Corporate City Limits of the City of East Peoria, Creve Coeur, North Pekin, Marquette Heights, Washington and Morton Illinois.

It is the responsibility of the family to locate a unit to rent. The EPHA does maintain a vacancy list as a courtesy to participating landlords on our program. This vacancy list can be located within our office and online at CITYOFEASTPEORIA.COM/203/HOUSING-AUTHORITY. Other sources you may use to assist in locating a rental unit are:

- Check local newspaper ads
- Check with local Realtors
- Check online searches (e.g. craigslist, apartment finder, Facebook marketplace)
- Gosection8.com or Illinoishousingsearch.org
- Drive around and locate for rent signs.



- The above map shows areas families are allowed to lease within reason. Participants cannot cross the county line into Peoria County or Woodford County without proper portability documents. There is 8.4% poverty level in our county, all the areas we work within are at or above medium income.
- To obtain information on the K-8 school system serving our area, contact East Peoria District 86 Administration Office, 601 Taylor St. East Peoria IL 61611 (309) 427-5100. For information on High School, contact East Peoria District 309, 1401 E Washington St. East Peoria IL 61611 (309) 694-8300.
- Social Service Information can be obtained by calling 211 or (309)-999-4029.
- Employment information can be obtained through IL Dept. of Employment Security, 406 Elm St Ste 1, Peoria, IL 61605 (309) 671-3114.
- If your family includes a disabled person, the family may request a current listing of accessible units KNOWN to the EPHA.

Portability

Portability is the ability for a family to move from the EPHA jurisdiction to a location in another housing authorities jurisdiction. The advantage of the portability provision is to give the family more housing options outside of their immediate jurisdiction.

A family coming on to the program from the waitlist, must locate housing within our program area. The family must remain in our program area for at least 12 months before requesting to go portable. After that time, the family may request portability to any area of the United States that is administering a tenant-based HCV Program. If you choose to move to an area where there is not a housing agency to administer your voucher, then EPHA can deny your portability request to that area.

The EPHA can also deny your request to a higher cost jurisdiction if the receiving PHA will not absorb your voucher and the EPHA has insufficient funding to pay for your rent in a higher cost jurisdiction (meaning the EPHA would have to terminate another family from the program in order to pay for your rent in the higher cost jurisdiction to stay within the budgetary allocation).

If there is more than one housing agency operating a HCV Program in the jurisdiction in which the family wishes to port to, the family selects the receiving housing agency to administer/absorb the family's voucher. EPHA will send the necessary documents to the receiving PHA and notify the family of whom they should contact.

The family's search for housing in the receiving PHA's jurisdiction is governed by the receiving PHA's policies. The receiving PHA issues a housing choice voucher of the size based on its own subsidy standards. The receiving PHA may have different rules regarding rent portion (based upon the Voucher Payment Standard) and reporting requirements.

When deciding to relocate to another PHA's jurisdiction the voucher size (bedroom size), rent portion and reporting requirements may change. They will be based upon the policies of the PHA where you decide to move to. It is your responsibility to contact the Receiving PHA (where you wish to move to) to ask any questions you may have regarding their policies/procedures before contacting EPHA to begin the process of portability. Contact your Housing Case Manager to complete the request for portability.

Two neighboring housing authorities offering a section 8 voucher program are:

Peoria Housing Authority, 100 S Richard Pryor Pl. Peoria IL 61605 (309) 676-8736

Woodford County Housing Authority, 310 E Eureka St. Eureka, IL 61530 (309) 467-4623

ROLES IN THE HCV PROGRAM

Once the EPHA approves an eligible family and their housing unit, the family will enter into a lease agreement with the landlord. At the same time the landlord will enter into a Housing Assistance Payment (HAP) Contract with the PHA. Therefore, the PHA; the landlord and the tenant all have obligations and responsibilities under the voucher program.

U.S. Department of Housing and Urban Developments (HUD) Role:

To provide funding to Public Housing Agencies (PHA) for them to administer Housing Programs in accordance with their regulations. These funds allow PHA's to make housing assistance payments on behalf of participating families as well as cover the administrative costs of operating these programs. HUD monitors PHA administration of the program to ensure program rules are properly followed.

Housing Authority's Obligations:

The Housing Authority is responsible for administering the voucher program locally in accordance to HUD's regulations. The PHA provides families with housing assistance that enables them to seek suitable housing and the PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. The PHA will ensure that rents are reasonable, and units are inspected and meet housing standards. It is the responsibility of the PHA to ensure that both the participating family and the landlord comply with program requirements.

Landlord Obligations:

The role of the landlord in the HCV program is to provide decent, safe and sanitary housing to a tenant at a reasonable rent. The unit must comply with HQS and be maintained up to those standards as long as the owner receives housing assistance payments. The landlord is expected to provide the services agreed to as part of the lease agreement with the tenant and enforce the lease against the tenant in the event of a breach. It is also the landlords' responsibility to comply with the Housing Assistance Payment Contract entered with the EPHA.

Family Obligations:

It is the families' responsibility to locate their own suitable housing unit, and to comply with all program requirements and lease requirements as well as any regulations from local, state and federal law; regarding maintaining a rented premise.

LANDLORD RESPONSIBILITIES

The landlord/owner/manager/agent is responsible for:

1. Screening and selection for suitability of a family based on their tenancy history.
2. Complying with Equal Opportunity requirements.
3. Complying with Housing Assistance Payments (HAP) Contract.
4. Normal landlord functions during the lease term (e.g. maintenance, rent collections, enforcing and complying with the lease. etc.)
5. Payment of owner supplied utilities and services.
6. Maintaining the unit in accordance with Housing Quality Standards (HQS)

The EPHA is required to give the owner the Voucher-holder's current address and, if known, the name and address of the landlord at the family's current and prior address. The EPHA will also provide a prospective landlord with any of the following information which is a part of the applicant/participants' file: record of prior evictions and /or record of family creating excessive damages to a rental unit

FAMILY RESPONSIBILITIES

1. The family must supply any information determined by the PHA or HUD to be necessary for the administration of the program, such as:
 - a) Evidence of citizenship or eligible immigration status
 - b) Documentation of household income or verification of \$0 household income
 - c) Documentation of household composition
 - d) Documentation of social security numbers of all household members
 - e) Release of Information Authorization
 - f) Drug Free Certification
 - g) Request for Court Records
 - h) Sign and submit consent forms for obtaining information
 - i) All information provided must be true and complete
2. The family must provide any documentation required for recertification or interim recertification in a timely manner. Failure to provide recertification verification prior to recertification date is grounds for termination.
3. The family is responsible to pay for any utilities that the owner is not required to pay for and to maintain service at all times. Lack of utility service makes the unit substandard and ineligible for assistance.
4. The family is responsible to provide and maintain any appliances the owner is not required to provide. Lack of required appliances makes the unit substandard and ineligible for assistance.
5. The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice.

6. The family must notify the PHA and the owner in writing before moving or terminating the lease. A family cannot move more than one (1) time in a 12-month period after the initial 12 months. After 30 days' notice is given to the PHA and owner, the lease will terminate on the last day of the 30 days' notice. The family may not move, within the jurisdiction or outside the jurisdiction through portability, during the first year of the lease.
7. The family must promptly give the PHA a copy of any owner issued eviction notice.
8. The assisted unit must be used only by the family as its residence. The family must supply any information requested by the PHA to verify that the family is living in the unit.
9. The family must promptly report any changes in household composition and request the PHA approval of any addition to the household PRIOR to adding the person to the household. Promptly notify the PHA in writing of the birth, adoption or court awarded custody of a child. Guests must be reported to the PHA within seven (7) days of arrival. Guests who remain in the unit 14 days with failure to report guests in a timely manner or having unauthorized persons in the household is grounds for termination.
10. The family must promptly notify the PHA in writing if any family member no longer lives in the unit. This includes children being removed by DCFS either permanently or temporarily.
11. The family must report any changes in the source of household income between annual re-examinations within fifteen (15) days. Changes must be reported immediately. The PHA will continue to re-verify all income at annual recertification. Unreported income will constitute misrepresentation on the part of the family. Misrepresentations will result in execution of a repayment agreement. If this is not done, it will result in termination.
12. The family must promptly notify the PHA in writing of any absence from the unit. Unreported absences from the unit will constitute unauthorized vacancy and will be grounds for termination.
13. The family must keep the unit safe, decent and sanitary at all times and must report any needed repair to the landlord.
14. The family must keep all appointments scheduled with the Section 8 office unless canceled in advance. Failure to keep two scheduled appointments will be grounds for termination.
15. The family must make monthly payments on executed Repayment Agreements. Missing two consecutive payments or being habitually late is grounds for termination.

FAMILY RESTRICTIONS: (The family and all household members must NOT do the following)

1. The family or any of their guests must not damage the unit or premises. The family is responsible for any damages beyond normal wear and tear. Eviction for damages is grounds for termination from the program.
2. The family may not commit any serious or repeated violation of the lease and must pay their rent on time each month. Eviction for lease violations, including non-payment or late payment of rent, is grounds for termination.
3. The unit may not be sub-let, nor the lease transferred to another person.
4. The family must not own or have any interest in the unit.
5. The family must not receive housing choice voucher program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
6. The family members must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
7. No members of the family may engage in drug related criminal activity, violent criminal activity, alcohol abuse, or any other criminal activity which threatens the health, safety, or right to peaceful enjoyment of the premises by other residents. Violation of this rule, documented per the Administrative Plan, is grounds for termination.
8. An assisted family may not receive Section 8 assistance while receiving any other housing subsidy under any federal, state or local housing assistance program.
9. The family must not engage in or threaten abusive or violent behavior toward Housing Agency personnel. If this happens, this is grounds for denial or termination.
10. The address of the assisted unit may not be used by anyone other than those persons listed on the lease. Use of the address for receipt of mail, or any other reason, by another person will be considered evidence that the individual is residing in the unit without authorization and will be grounds for termination.

REQUIREMENTS FOR REPORTING CHANGES IN YOUR HOUSEHOLD

As a participant of our Housing Choice Voucher Program you are **REQUIRED** to report the following changes to our office within **15-days** from the effective date of the change.

YOU MUST REPORT:

- 1) Any increase in the number of family members who will live with you **PRIOR** to adding them to your lease and allowing them to move-in. This may include but not limited to:
 - Getting Married
 - Taking **LEGAL** custody of any children
 - Taking custody of any children through DCFS or Foster Care
 - Any persons moving in as a result of a Reasonable Accommodation.
- 2) Any decrease in the number of family members living in your household. This may include but not limited to:
 - Separation or Divorce (include those involving domestic orders of protection)
 - Adult children moving out of the home
 - Child custody being removed by DCFS or other court proceeding
- 3) Any change in the source of income. Even if the dollar amount stays the same. This may include but not limited to:
 - A change in employers;
 - If you were on TANF and got a job,
 - If you go from working to unemployment.
- 4) Any change in the amount of income being received from any source. This may include but not limited to:
 - Increased work hours
 - Working overtime
 - Changes in the amount of any income (e.g. child support, TANF, unemployment etc.)
 - Changes in pay rate (e.g. raises)
 - Contributions received from individuals outside of the household to assist with bills, etc.
- 5) Any Legal Action brought against you regarding housing or family composition. This may include but not limited to:
 - Court Custody Issues
 - DCFS Custody Issues
 - 5-day notice/Eviction from Landlord
 - Court cases that will result in any persons being absent from the household

YOU MAY REPORT:

- 1) Any decrease in your income or increase in your allowed expenses that would result in a decrease in your portion of rent. This may include but not limited to:
 - Significant decrease in work hours, loss of overtime and medical leaves of absence
 - Increase in medical expenses and childcare expenses
 - All income changes **MUST** be reported in our office by completing the appropriate income change form and signing a verification/authorization form.

INCOME CHANGE REPORTING PROCEDURE

In order to report an income change, a "Household Change Form" **MUST** be completed either in our office or submitted online. Please note:

- Telephone calls, faxes and emails do not constitute reporting a change.
- When you report changes to other agencies such as public aid; that information is not shared with our agency due to privacy laws. Reporting changes to other agencies does not constitute reporting a change to the EPHA.

Be advised that any changes found to be unreported within 15-days may result in a repayment agreement with our agency and/or termination of your assistance on the Housing Choice Voucher Program.

PROGRAM FRAUD

The EPHA is required to submit information on every assisted family. HUD compares the information that EPHA send them to Social Security Administration (SSA) records and Internal Revenue Service (IRS) records. When discrepancies are found, the PHA is notified so that the matter can be resolved.

*****It is very important that you accurately and promptly (in writing within 15 days of the change) report changes in your income and household composition*****

The Office of Inspector General (OIG) investigates and prosecutes, under federal law, all cases of fraud where the amount owed to the PHA is \$2,000.00 or greater. Penalties include:

- Fines up to \$10,000.00
- Imprisonment
- Prohibited from receiving future housing assistance

EPHA actively pursues all fraud cases. Repayment of debt owed is required or housing assistance terminates.

Criminal Prosecution: If the EPHA has established criminal intent, and the case meets the criteria for prosecution, EPHA will refer the case to the local State or District Attorney.

GROUND FOR DENIAL OF ADMISSION AND TERMINATION OF ASSISTANCE

1. The family fails to supply any information or documentation that is determined necessary by the PHA in the administration of the program;
2. The applicant and participant provides information that is not true or complete;
3. The applicant or family member(s) has been evicted from federally- assisted housing in the last five (5) years;
4. If the PHA has ever terminated assistance under the Housing Choice Voucher Program for any member of the family for violation of the Family Obligations;
5. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federally assisted housing program;
6. If the family currently owes rent or other amounts to the PHA or another PHA in connection with any Section 8 program(s) or Public Housing Assistance under the 1937 Act;
7. If the family has not reimbursed any PHA for amounts paid to an owner/landlord under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
8. If the family breaches an agreement to pay amounts owed to a housing authority or amounts paid to an owner/landlord by a housing authority; (The PHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/landlord by a PHA.) The PHA may prescribe the terms of the agreement);
9. If the family has engaged in or threatened abusive or violent behavior toward PHA personnel;
10. The applicant does not meet the eligibility criteria (e.g. the family's annual income exceeds income limits for a family of that size); and
11. Any adult member refuses to sign or submit required consent forms (i.e., non-citizen status, form HUD-9886 Authorization for the Release of Information/Privacy Act Notice and other consent forms).
12. The family fails to submit required evidence of citizenship or eligible immigration status.
13. If any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in 24 CFR 5.612.

DENIAL/TERMINATION FOR DRUG ABUSE, CRIMINAL ACTIVITY, AND DOMESTIC VIOLENCE

1. The PHA prohibits admission to the program of an applicant for seven (7) years from the date of termination if a household member has been terminated from federally assisted housing for drug-related criminal activity.
2. A household shall be permanently denied admission if:
 - a. Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program;
 - b. Has been convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing (including the building or complex in which the unit is located and associated common areas and grounds).
3. Households shall be denied admission for five (5) years after the date of the most recent conviction if any household member is convicted of a drug-related criminal activity, violent criminal activity, other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent), or pattern of alcohol abuse. A "pattern" shall be at least three (3) alcohol-related criminal offenses within the five (5) year period prior to application for assistance.

The following are standards to be applied as appropriate, for drug-related criminal activity and other criminal activity concerning denial of admission:

- (2) The PHA may determine the use of an illegal drug through a preponderance of evidence of a drug-related charge.
- (3) The PHA shall determine involvement in criminal activity through the preponderance of evidence for a criminal activity.
- (4) Any household member including adults and minors who are on the lease or who are living in the household, but not reported to the PHA.
- (5) Currently engaging in illegal use of a drug or other criminal activity shall be defined as one year from the date the PHA discovers the preponderance of evidence.
- (6) Reasonable cause shall be determined by a preponderance of evidence of illegal use of a drug charge or other criminal activity.
- (7) There is no time period concerning the preponderance of evidence of a drug-related charge for manufacturing, production, or distribution of methamphetamine on the premises of federally assisted housing. Such household members being convicted of this offense will always be denied admission.
- (8) The time period of ineligibility for admission for other drug-related or other criminal activities shall be five (5) years from the date of the preponderance of evidence.
- (9) Evidence of criminal activity shall be defined as a preponderance of evidence for criminal activity.

Consideration of Circumstances

In determining whether to deny or terminate assistance because of action or failure to act by members of the family:

- a) The PHA may consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstance related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.
- b) In determining whether to deny admission or terminate assistance for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the PHA may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U. S. C. 13661). For this purpose, the PHA may require the applicant or tenant to submit evidence of the household member's current participation in, or successful completion of a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.
- c) If the family includes a person with disabilities, the PHA decision concerning such action is subject to consideration of reasonable accommodation in accordance with 24 CFR part 8.

The EPHA's admission and termination actions must be consistent with fair housing and equal opportunity provisions and with the requirements of 24 CFR part 5, subpart L, protection for victims of domestic violence, dating violence, or stalking.

INFORMAL HEARINGS AND REVIEWS

In the event a family or an owner disputes any EPHA's action or decision and claims that such action or decisions adversely affect the rights, duties, welfare or status of said family or owner, such family or owner may submit a written request to the EPHA so that the action or decision may be discussed informally and settled. The request for an informal discussion must be filed in writing within ten (10) business days from the date of the written notification of the EPHA's action or decision.

Under the HCV Program policies, EPHA is not required to provide a hearing for determinations involving administrative discretion, general policy issues or class grievances, utility allowance schedules, refusal to extend or suspend a voucher term, refusal to approve a new lease, noncompliance with the HQS, or exercising or not exercising any right or remedy against the owner under the HAP Contract.

The EPHA will give a family an opportunity for an informal hearing to consider whether the following EPHA decisions relating to the individual circumstances of a participant's family are in accordance with the law, HUD regulations and EPHA policies:

- A determination of the family's annual or adjusted income, and the use of such income to compute the HAP.
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the HACS's utility allowance schedule.
- A determination of the family unit size under the HACS's subsidy standards.
- A determination to terminate assistance for a participating family because of the family's action or failure to act.
- A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the HACS policy and HUD rules.

A GOOD PLACE TO LIVE! (HUD BROCHURE)

This brochure assists the family with things to consider in deciding whether to lease a unit, such as, the location of the unit and proximity to public transportation, schools, employment, etc.; the condition of the unit; the cost of any tenant paid utilities and appliances that the tenant must provide.

This brochure also provides information on what the inspector will be looking for when the unit is inspected.

PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME (HUD BROCHURE)

This brochure provides information on how to protect you family, especially children under the age of six (6), from the dangers of Lead Based Paint in housing built prior to 1978.

FAIR HOUSING

The EPHA is an equal opportunity housing provider. The EPHA will administer its housing programs in a nondiscriminatory manner without regard to race, color, creed, national origin, religion, sex, age, handicap or familial status. The EPHA will comply with all federal, state and local housing Statutes, Executive Orders and comparable laws, including, but not necessarily limited to:

- Title VI of the Civil Rights Act of 1964, as amended
- Title VII of the Civil Rights Act of 1968, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- Fair Housing Amendments Act of 1988
- Title II of the Americans with Disabilities Act
- State and local Fair Housing Laws

The EPHAS will provide federal/state/local information regarding discrimination and recourses in the event of discrimination. Prospective and participating landlords will be apprised of applicable Fair Housing Laws and the EPHA's policy regarding the full range of actions to be taken against landlords involved in discriminatory leasing practices.

ARE YOU A VICTIM OF HOUSING DISCRIMINATION? (HUD BROCHURE)

This brochure provides information on the types of discrimination and the procedures for filing a decrimination complaint.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

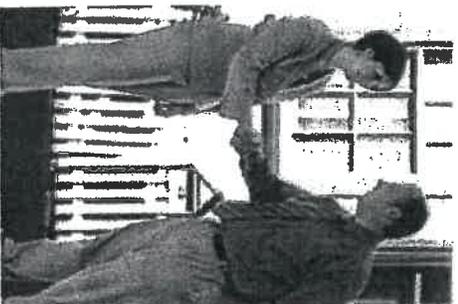
If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.



- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.

- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples

- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

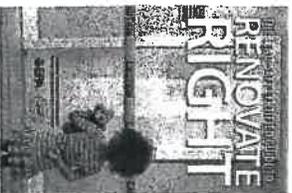
- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior window sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadSAFE, or read *The Lead-Safe Certified Guide to Renovate Right*.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as **"greta"** and **"azarcon,"** used to treat an upset stomach.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

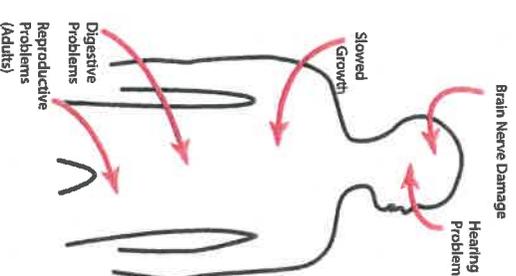
- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage

While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain



⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact

U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact

U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact

U.S. EPA Region 2
2690 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact

U.S. EPA Region 7
11201 Renner Blvd.
WW/PD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact

U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact

U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact

U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact

U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact

U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact

U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

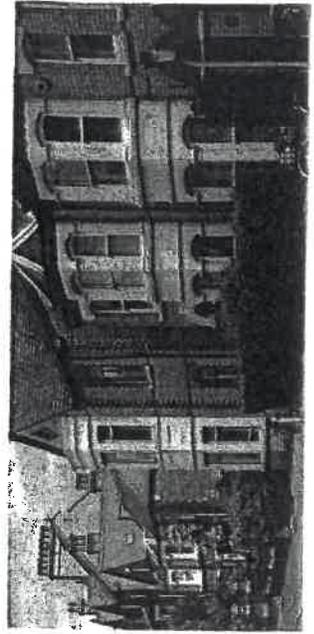
- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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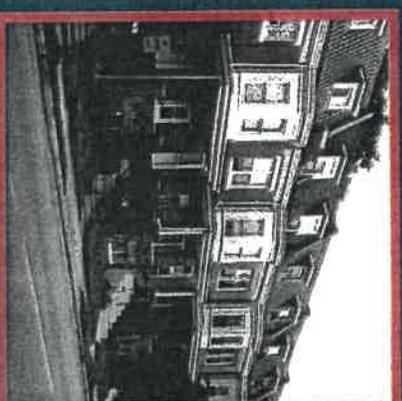
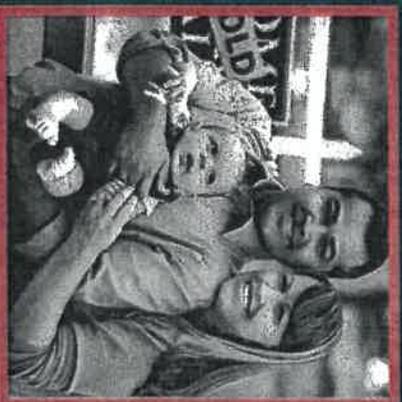
U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
June 2017

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



**Protect
Your
Family
From
Lead in
Your
Home**



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to choose a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read A Good Place to Live. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

- The types of locks on windows and doors
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

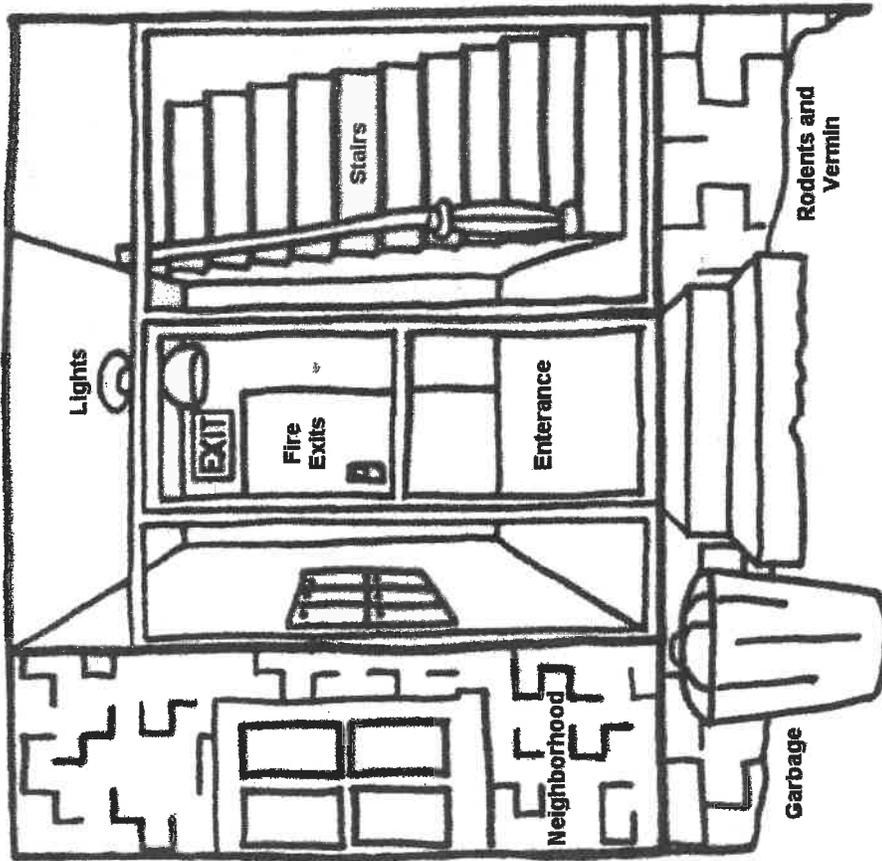
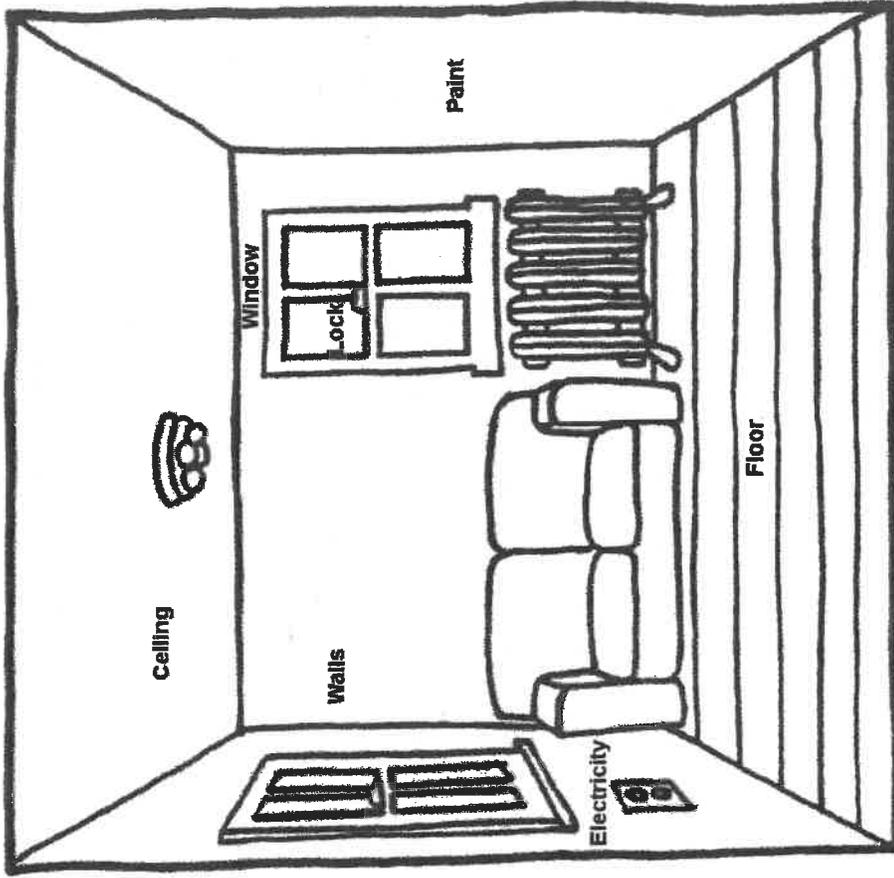
You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.



Note: You may not be able to check these items listed here yourself, but the PHA inspector will check them for you when the unit is inspected.

2. Kitchen

The Kitchen must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage
Some space to store food.

Electricity
At least one electric outlet and one permanent light fixture.
Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven
A stove (or range) and oven that works (This can be supplied by the tenant)

Floor
A floor that is in good condition.
Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area
Some space to prepare food.

Paint
No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window
If there is a window, it must be in good condition.

Lock
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Pollution
No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: The Downs
Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
-Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
-Are there stores nearby?
-Are there schools nearby?
-Are there hospitals nearby?
-Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure give to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).

6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

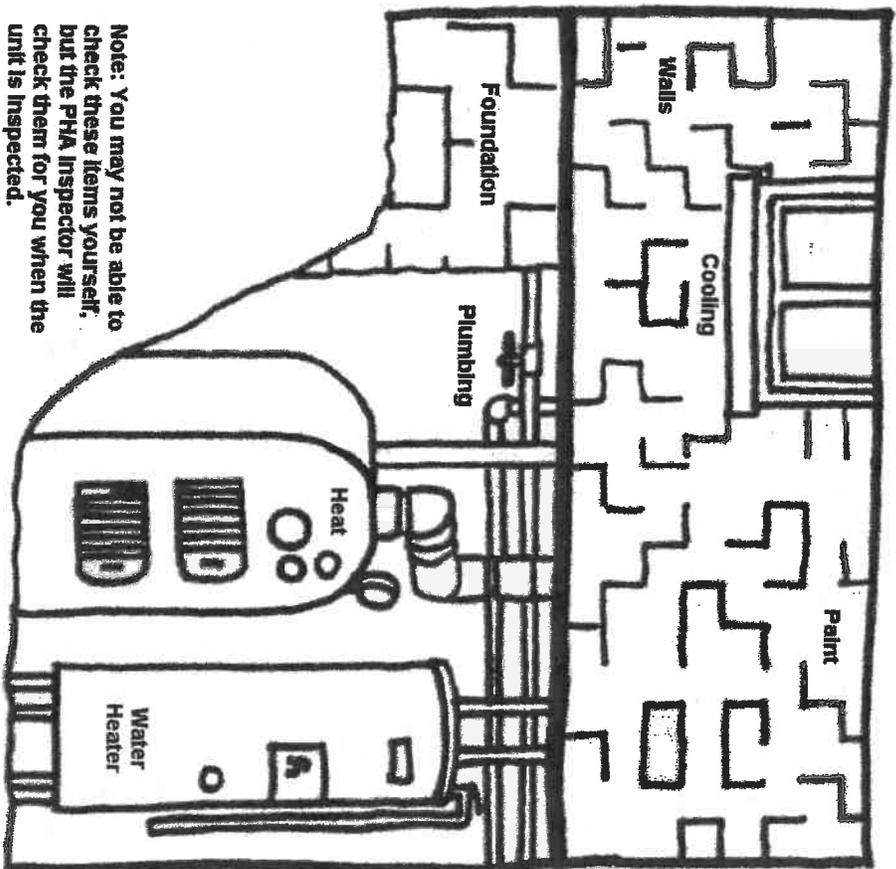
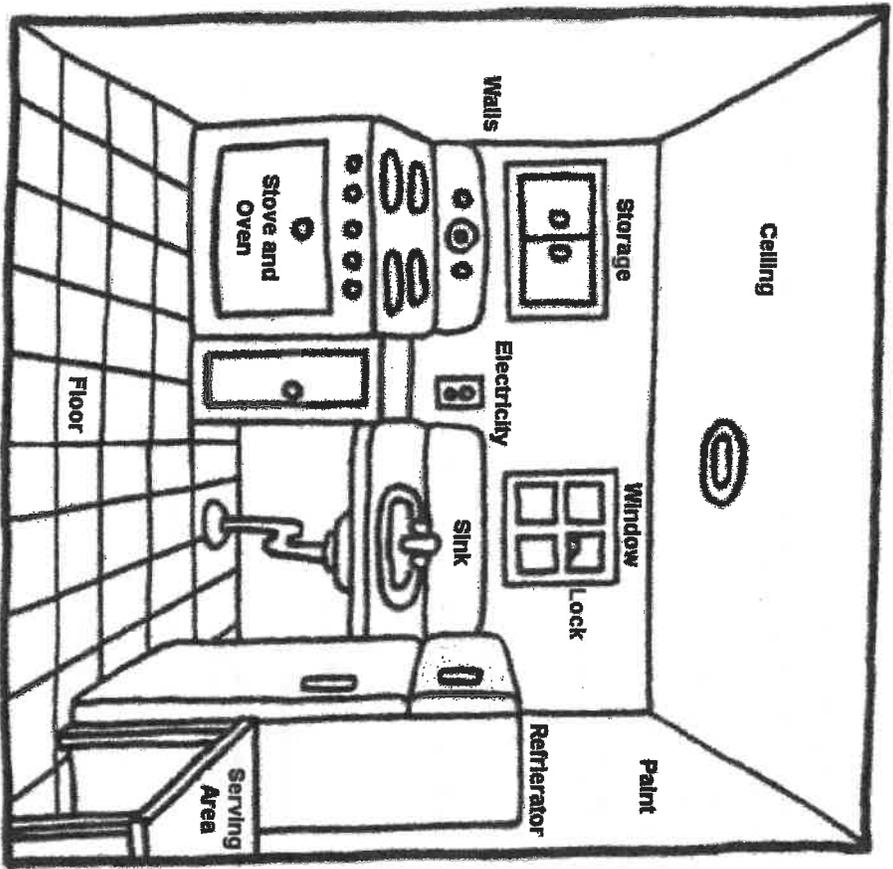
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

Cooling
Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing
Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater
A water heater located, equipped, and installed in a safe manner. Ask the manager.

Heat
Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
--Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
-- Is there insulation?
-- Are there storm windows?
-- Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
-- Will the unit be cool enough for you in the summer?

3. Bathroom

The Bathroom must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window
A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

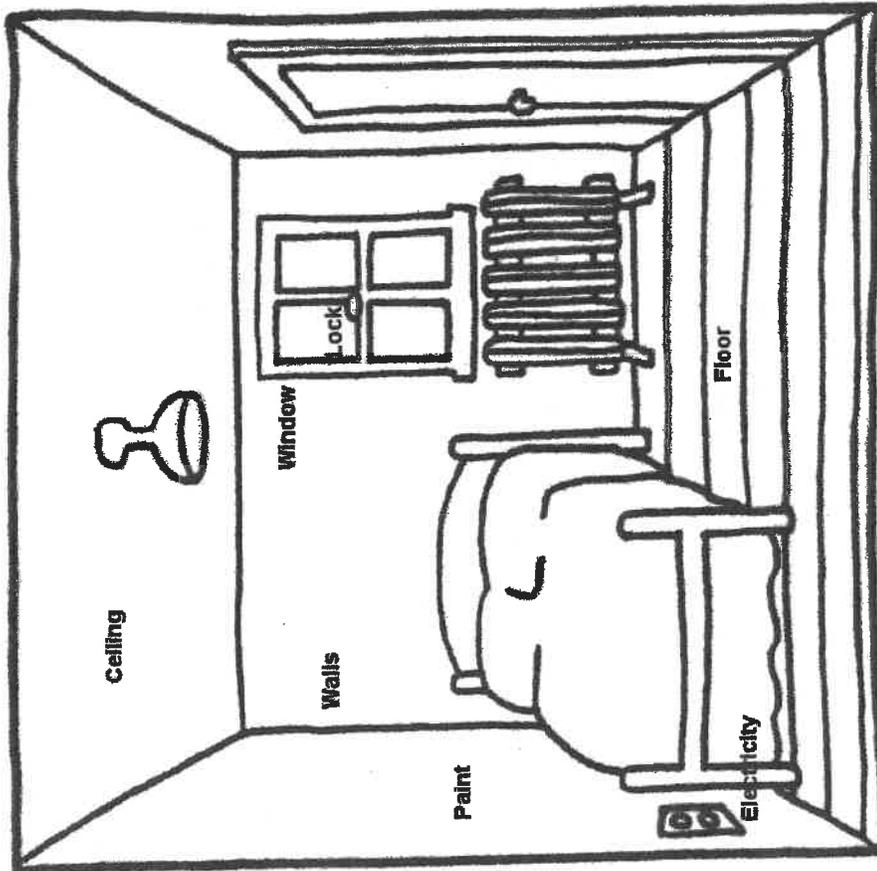
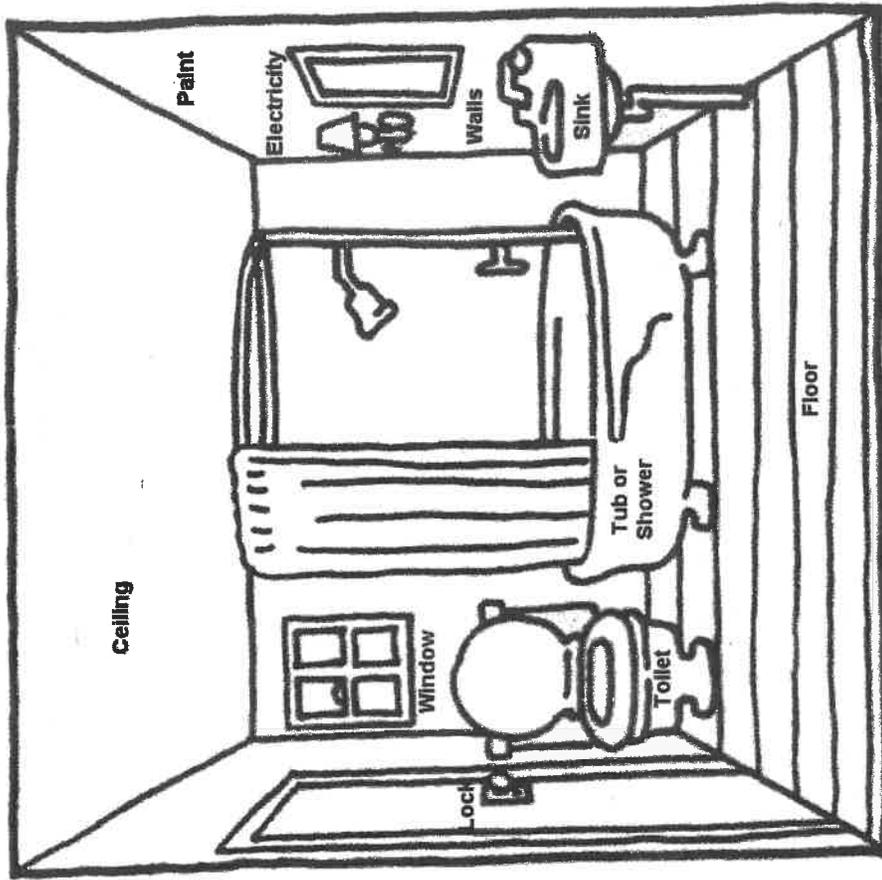
Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.



4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

At least one window, which must be operable if it was designed to be opened, in every room used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?

ATLANTA REGIONAL OFFICE

(Complaints_office_04@hud.gov)
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091 x2493
Fax (404) 331-1021 * TTY (404) 730-2654

For Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin:

CHICAGO REGIONAL OFFICE

(Complaints_office_05@hud.gov)
U.S. Department of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone 1-800-765-9372
Fax (312) 886-2837 * TTY (312) 353-7143

For Arkansas, Louisiana, New Mexico, Oklahoma and Texas:

FORT WORTH REGIONAL OFFICE

(Complaints_office_06@hud.gov)
U.S. Department of Housing and Urban Development
801 Cherry Street
Suite 2500, Unit #45
Fort Worth, TX 76102-6803
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876/5851 * TTY (817) 978-5595

For Iowa, Kansas, Missouri and Nebraska:

KANSAS CITY REGIONAL OFFICE

(Complaints_office_07@hud.gov)
U.S. Department of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 * TTY (913) 551-6972

For Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming:

DENVER REGIONAL OFFICE

(Complaints_office_08@hud.gov)
U.S. Department of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 * TTY (303) 672-5248

For Arizona, California, Hawaii and Nevada:

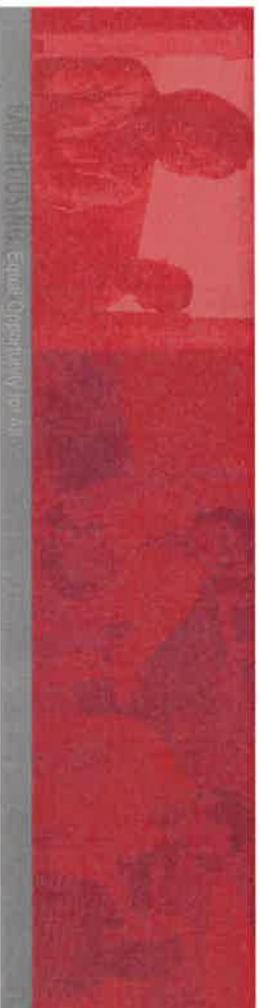
SAN FRANCISCO REGIONAL OFFICE

(Complaints_office_09@hud.gov)
U.S. Department of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1387
Telephone 1-800-347-3739
Fax (415) 489-6558 * TTY (415) 489-6564

For Alaska, Idaho, Oregon and Washington:

SEATTLE REGIONAL OFFICE

(Complaints_office_10@hud.gov)
U.S. Department of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 * TTY (206) 220-5185



If after contacting the local office nearest you, you still have questions – you may contact HUD further at:

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone 1-800-669-9777
Fax (202) 708-1425 * TTY 1-800-927-9275
www.hud.gov/fairhousing

If You Are Disabled: HUD also provides:

- A TTY phone for the deaf/hard of hearing users (see above list for the nearest HUD office)
- Interpreters, Tapes and Braille materials
- Assistance in reading and completing forms

WHAT HAPPENS WHEN YOU FILE A COMPLAINT?

HUD will notify you in writing when your complaint is accepted for filing under the Fair Housing Act. HUD also will:

- Notify the alleged violator (respondent) of the filing of your complaint, and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint, and determine whether or not there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint, and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

BOSTON REGIONAL OFFICE

(Complaints_office_01@hud.gov)
U.S. Department of Housing and Urban Development
Thomas P. O'Neill Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8300 or 1-800-827-5005
Fax (617) 565-7313 * TTY (617) 565-5453

**For New Jersey, New York, Puerto Rico and the U.S. Virgin Islands:
NEW YORK REGIONAL OFFICE**

(Complaints_office_02@hud.gov)
U.S. Department of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 542-7519 or 1-800-496-4294
Fax (212) 264-9829 * TTY (212) 264-0927

For Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia:

PHILADELPHIA REGIONAL OFFICE
(Complaints_office_03@hud.gov)
U.S. Department of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-9344
Telephone (215) 861-7646 or 1-888-799-2085
Fax (215) 656-3449 * TTY (215) 656-3450

For Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee:

- the facility or community must publish and adhere to policies and procedures that demonstrate the intent to operate as “55 or older” housing; and
- the facility or community must comply with HUD’s regulatory requirements for age verification of residents.

The “housing for older persons” exemption does not protect senior housing facilities or communities from liability for housing discrimination based on race, color, religion, sex, disability, or national origin.

HUD is ready to help with any problem of housing discrimination.

If you think your rights have been violated, you may file a complaint online, write a letter or telephone the HUD office nearest you. You have one year after the alleged discrimination occurred or ended to file a complaint with HUD, but you should file it as soon as possible.

IF YOU THINK YOUR RIGHTS HAVE BEEN VIOLATED

What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Where to Write or Call: File a complaint online, send a letter to the HUD office nearest you, or if you wish, you may call that office directly. Persons who are deaf or hard of hearing and use a TTY, may call those offices through the toll-free Federal Information Relay Service at 1-800-877-8339.

For Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont:

A Conciliation Agreement provides individual relief to you, and protects the public interest by deterring future discrimination by the respondent. Once you and the respondent sign a Conciliation Agreement, and HUD approves the Agreement, HUD will cease investigating your complaint. If you believe that the respondent has violated breached your Conciliation Agreement, you should promptly notify the HUD Office that investigated your complaint. If HUD determines that there is reasonable cause to believe that the respondent violated the Agreement, HUD will ask the U.S. Department of Justice to file suit against the respondent in Federal District Court to enforce the terms of the Agreement.

Complaint Referrals to State or Local Public Fair Housing Agencies:

If HUD has certified that your State or local public fair housing agency enforces a civil rights law or ordinance that provides rights, remedies and protections that are “substantially equivalent” to the Fair Housing Act, HUD must promptly refer your complaint to that agency for investigation, and must promptly notify you of the referral. The State or local agency will investigate your complaint under the “substantially equivalent” State or local civil rights law or ordinance. The State or local public fair housing agency must start investigating your complaint within 30 days of HUD’s referral, or HUD may retrieve (“reactivate”) the complaint for investigation under the Fair Housing Act.

WHAT HAPPENS IF I’M GOING TO LOSE MY HOUSING THROUGH EVICTION OR SALE?

If you need immediate help to stop or prevent a severe problem caused by a Fair Housing Act violation, HUD may be able to assist you as soon as you file a complaint. HUD may authorize the U.S. Department of Justice to file a Motion in Federal District Court for a Temporary Restraining Order (TRO) against the respondent, followed by a Preliminary Injunction pending the outcome of HUD’s investigation. A Federal Judge may grant a TRO or a Preliminary Injunction against a respondent in cases where:

- Irreparable (irreversible) harm or injury to housing rights is likely to occur without HUD's intervention; and
- There is substantial evidence that the respondent has violated the Fair Housing Act.

Example: An owner agrees to sell a house, but, after discovering that the buyers are black, pulls the house off the market, then promptly lists it for sale again. The buyers file a discrimination complaint with HUD. HUD may authorize the U.S. Department of Justice to seek an injunction in Federal District Court to prevent the owner from selling the house to anyone else until HUD investigates the complaint.

WHAT HAPPENS AFTER A COMPLAINT INVESTIGATION?

Determination of Reasonable Cause, Charge of Discrimination, and Election: When your complaint investigation is complete, HUD will prepare a Final Investigative Report summarizing the evidence gathered during the investigation. If HUD determines that there is reasonable cause to believe that the respondent(s) discriminated against you, HUD will issue a Determination of Reasonable Cause and a Charge of Discrimination against the respondent(s). You and the respondent(s) have twenty (20) days after receiving notice of the Charge to decide whether to have your case heard by a HUD Administrative Law Judge (ALJ) or to have a civil trial in Federal District Court.

HUD Administrative Law Judge Hearing: If neither you nor the respondent elects to have a Federal civil trial before the 20-day Election Period expires, HUD will promptly schedule a Hearing for your case before a HUD ALJ. The ALJ Hearing will be conducted in the locality where the discrimination allegedly occurred. During the ALJ Hearing, you and the respondent(s) have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses and to request subpoenas in aid of discovery of evidence. HUD attorneys will represent you during the ALJ Hearing at no cost to you; however, you may also

The Fair Housing Act makes it unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age (familial status). Familial status protection covers households in which one or more minor children live with:

- A parent;
- A person who has legal custody (including guardianship) of a minor child or children; or
- The designee of a parent or legal custodian, with the written permission of the parent or legal custodian.

Familial status protection also extends to pregnant women and any person in the process of securing legal custody of a minor child (including adoptive or foster parents).

The "Housing for Older Persons" Exemption: The Fair Housing Act specifically exempts some senior housing facilities and communities from liability for familial status discrimination. Exempt senior housing facilities or communities can lawfully refuse to sell or rent dwellings to families with minor children. In order to qualify for the "housing for older persons" exemption, a facility or community must prove that its housing is:

- Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
- Intended for, and solely occupied by persons 62 years of age or older; or
- Intended and operated for occupancy by persons 55 years of age or older.

In order to qualify for the "55 or older" housing exemption, a facility or community must satisfy each of the following requirements:

- at least 80 percent of the units must have at least one occupant who is 55 years of age or older; and



However, the Fair Housing Act does not protect a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

Accessibility Requirements for New Multifamily Buildings: In buildings with four or more units that were first occupied after March 13, 1991, and that have an elevator:

- Public and common use areas must be accessible to persons with disabilities
- All doors and hallways must be wide enough for wheelchairs
- All units must have:
 - An accessible route into and through the unit
 - Accessible light switches, electrical outlets, thermostats and other environmental controls
 - Reinforced bathroom walls to allow later installation of grab bars and
 - Kitchens and bathrooms that can be used by people in wheelchairs.

If a building with four or more units has no elevator and was first occupied after March 13, 1991, these standards apply to ground floor units only.

These accessibility requirements for new multifamily buildings do not replace more stringent accessibility standards required under State or local law.

choose to intervene in the case and retain your own attorney. At the conclusion of the Hearing, the HUD ALJ will issue a Decision based on findings of fact and conclusions of law. If the HUD ALJ concludes that the respondent(s) violated the Fair Housing Act, the respondent(s) can be ordered to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay a civil penalty to HUD to vindicate the public interest. The maximum civil penalties are: \$16,000, for a first violation of the Act; \$37,500 if a previous violation has occurred within the preceding five-year period; and \$65,000 if two or more previous violations have occurred within the preceding seven-year period.

Civil Trial in Federal District Court: If either you or the respondent elects to have a Federal civil trial for your complaint, HUD must refer your case to the U.S. Department of Justice for enforcement. The U.S. Department of Justice will file a civil lawsuit on your behalf in the U.S. District Court in the district in which the discrimination allegedly occurred. You also may choose to intervene in the case and retain your own attorney. Either you or the respondent may request a jury trial, and you each have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses, and to request subpoenas in aid of discovery of evidence. If the Federal Court decides in your favor, a judge or jury may order the respondent(s) to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay punitive damages to you.

Determination of No Reasonable Cause and Dismissal: If HUD finds that there is no reasonable cause to believe that the respondent(s) violated the Act, HUD will dismiss your complaint with a Determination of No Reasonable Cause. HUD will notify you and the respondent(s) of the dismissal by mail, and you may request a copy of the Final Investigative Report.

Reconsiderations of No Reasonable Cause Determinations: The Fair Housing Act provides no formal appeal process for complaints dismissed by HUD. However, if your complaint is dismissed with a Determination of No Reasonable Cause, you may submit a written request for a reconsideration review to: Director, FHEO Office of Enforcement, U.S. Department of Housing and Urban Development, 451 7th Street, SW, Room 5206, Washington, DC 20410-2000.

IN ADDITION

You May File a Private Lawsuit: You may file a private civil lawsuit without first filing a complaint with HUD. You must file your lawsuit within two (2) years of the most recent date of alleged discriminatory action.

If you do file a complaint with HUD and even if HUD dismisses your complaint, the Fair Housing Act gives you the right to file a private civil lawsuit against the respondent(s) in Federal District Court. The time during which HUD was processing your complaint is not counted in the 2-year filing period. You must file your lawsuit at your own expense; however, if you cannot afford an attorney, the Court may appoint one for you.

Even if HUD is still processing your complaint, you may file a private civil lawsuit against the respondent, unless (1) you have already signed a HUD Conciliation Agreement to resolve your HUD complaint; or (2) a HUD Administrative Law Judge has commenced an Administrative Hearing for your complaint.

- Refuse to provide available information on the full range of homeowners insurance coverage options available because of the race, etc. of the owner and/or occupants of a dwelling
- Make print or publish any statement, in connection with the provision of homeowners insurance coverage, that indicates a preference, limitation or discrimination based on race, color, religion, sex, disability, familial status or national origin.

ADDITIONAL PROTECTION IF YOU HAVE A DISABILITY

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness, HIV/AIDS, or mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or
- Are regarded as having such a disability, a housing provider may not:
 - Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if it may be necessary for you to fully use the housing. (Where reasonable, a landlord may permit changes only if you agree to restore the property to its original condition when you move.)
 - Refuse to make reasonable accommodations in rules, policies, practices or services if it may be necessary for you to use the housing on an equal basis with nondisabled persons.

Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.

Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if it may be necessary to assure that she can have access to her apartment.

- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, etc. have moved, or are about to move into the neighborhood (blockbusting) or
- Deny any person access to, membership or participation in, any organization, facility or service (such as a multiple listing service) related to the sale or rental of dwellings, or discriminate against any person in the terms or conditions of such access, membership or participation.

In Mortgage Lending: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to make a mortgage loan
- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.
- In addition, it is a violation of the Fair Housing Act to:
 - Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise the right
 - Make, print, or publish any statement, in connection with the sale or rental of a dwelling, which indicates a preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status, or national origin. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act
 - Refuse to provide homeowners insurance coverage for a dwelling because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling
- Discriminate in the terms or conditions of homeowners insurance coverage because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling

Other Tools to Combat Housing Discrimination:

- If there is noncompliance with the order of an Administrative Law Judge, HUD may seek temporary relief, enforcement of the order or a restraining order in a United States Court of Appeals.
- The Attorney General may file a suit in Federal District Court if there is reasonable cause to believe a pattern or practice of housing discrimination is occurring.

THE FAIR HOUSING ACT

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability

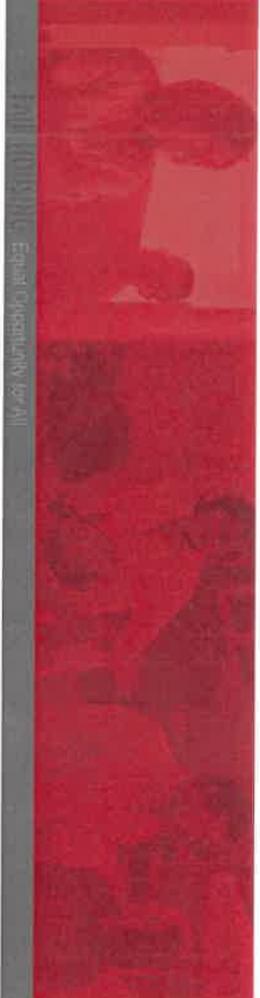
WHAT HOUSING IS COVERED?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

WHAT IS PROHIBITED?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Otherwise deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental



FAIR HOUSING – EQUAL OPPORTUNITY FOR ALL

America, in every way, represents equality of opportunity for all persons. The rich diversity of its citizens and the spirit of unity that binds us all symbolize the principles of freedom and justice upon which this nation was founded. That is why it is extremely disturbing when new immigrants, minorities, families with children, and persons with disabilities are denied the housing of their choice because of illegal discrimination.

The Department of Housing and Urban Development (HUD) enforces the Fair Housing Act, which prohibits discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – in nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.

Equal access to rental housing and homeownership opportunities is the cornerstone of this nation's federal housing policy. Housing providers who refuse to rent or sell homes to people based on race, color, national origin, religion, sex, familial status, or disability are violating federal law, and HUD will vigorously pursue enforcement actions against them.

Housing discrimination is not only illegal, it contradicts in every way the principles of freedom and opportunity we treasure as Americans. HUD is committed to ensuring that everyone is treated equally when searching for a place to call home.

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For Further Information

The purpose of this brochure is to summarize your right to fair housing. The Fair Housing Act and HUD's regulations contain more detail and technical information. If you need a copy of the law or regulations, contact the HUD Fair Housing Office nearest you. See the list of HUD Fair Housing Offices on pages 7-10.



FAIR HOUSING

Equal Opportunity for All



CONNECT WITH HUD



Department of Housing and Urban Development
Room 5204
Washington, DC 20410-2000



02305

Please visit our website: www.hud.gov/fairhousing



HUD-1656 (FHECO)
2011



U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

Please visit our website: www.hud.gov/fairhousing



WHAT IS SECTION 8?

The Section 8 program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants pay at least 30%, but not more than 40%, of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards and the rent must be approvable within East Peoria Housing Authority and market rate comparable subsidy standards.

HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may call the EPHA housing office to have the unit listed on our Vacancy List. You may also advertise in the newspapers with the phrase "will accept Section 8." Our families look for those listings.

WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

LANDLORD SCREENS TENANTS

We strongly suggest that you screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you that they're income eligibility for the program and provide you previous landlord contact information. We can not provide a reference as to their expected behavior as tenants. Here are some screening procedures you might consider using:

- * Credit Check
- * Landlord References
- * Criminal Check
- * Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on age, race, creed, religion, ancestry, sex, national origin, disability or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.

REQUEST FOR TENANCY APPROVAL

When you have selected a tenant, he/she will have a "Request for Tenancy Approval" form for you to complete. When the tenant submits the completed form back to our office, a housing representative will review and approve the rent and then contact you to schedule an inspection.

INSPECTION

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will be mailed a copy of the inspection repair list, if applicable.

LEASE AND CONTRACT

After the rent has been approved and the unit passes inspection, the landlord and tenant enter into a lease for an initial term of usually 1 year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant. The Landlord can use their own lease or the EPHA model lease.

CAN I COLLECT A SECURITY DEPOSIT?

- * Yes, we strongly encourage you do so.
- * The Housing Authority prohibits security deposits in excess of amounts charged by the owner to unassisted tenants.

WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After the initial term of 1 year, the lease automatically continues for a specified time period (month-to-month or year-to-year). The tenant may vacate with a written notice after the initial term of the lease. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually, at which time the landlord may request a rent increase. The tenant must sign off that they are agreeable to the increase and the increase request must be submitted to the EPHA office 60 days prior to the renewal date.

WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?

- * Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- * Set reasonable rules about use of unit and common areas.
- * Enter the unit in accordance with specifications in the lease. Do not enter a unit without proper notice except for emergencies.
- * Collect appropriate security deposit as directed under the program and use it only as directed by state law.
- * Comply with equal opportunity requirements.
- * Enforce tenant obligations under the lease.
- * Expect your tenant to:
 - Pay rent on time
 - Keep unit clean & sanitary
 - Avoid illegal activity
 - Refrain from disturbing others
 - Allow only those occupants on the lease to reside in the unit
- * Notify EPHA of anyone suspected to be in residence who is not listed on the lease agreement
- * Comply with terms and conditions of lease and HAP contract.
- * Take action through Magistrate's Court to Evict when a tenant violates the lease.

EAST PEORIA HOUSING AUTHORITY

SECTION 8

HOUSING

Compliments of

East Peoria
Housing Authority

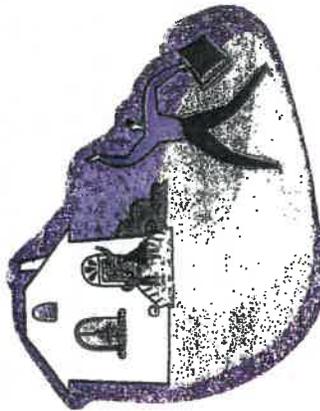
401 W Washington St
East Peoria, IL 61611

Phone: (309) 698-4718 *

Web Site: www.cityofeastpeoria.com

* Questions ??? Please call us.
Our staff will be glad to help you.

LANDLORD INFORMATION



for the

HOUSING CHOICE

VOUCHER PROGRAM

LLINFORBRO

04/08



Help Available 24/7



Call Us

The Heart of Illinois 2-1-1 Information and Referral line at 211 or 309-999-4029 to have your Coronavirus questions answered by local, knowledgeable information specialists and medically trained staff.

Illinois Coronavirus Hotline

Also available 24/7, the Illinois Coronavirus Hotline at 1-800-889-3931 (offered by the Illinois Department of Public Health) is staffed by health care professionals – nurses and pharmacists, as well as medical and pharmacy residents and senior pharmacy students. You can also email the helpline at dph.sick@illinois.gov to have all of your Coronavirus questions answered.

Meet Basic Needs

During any crisis, it's important to ensure you basic needs are met. Heart of Illinois 2-1-1 maintains a comprehensive database of local health and human care programs, as well as volunteer opportunities, in Peoria, Tazewell, Woodford, Marshall, Putnam and Stark counties. Examples of information and services in the 2-1-1 system include:

- food, shelter, clothing
- rent and utility assistance
- physical and mental health services
- employment preparation and job matching
- transportation assistance
- home-delivered meals
- child care and after-school programs
- and much more

If you dial 211 and cannot connect you can access the information line at (309) 999-4029

