

# CHATTANOOGA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

JAMES LEVINE, CHAIRPERSON  
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MAILING ADDRESS  
P.O. BOX 1486  
CHATTANOOGA, TN 37401-1486

**April 14, 2022**

## **PUBLIC NOTICE**

**THE CHA WILL ACCEPT WRITTEN PUBLIC  
COMMENTS ON THE FOLLOWING PROPOSED POLICY  
CHANGES TO THE ADMISSIONS AND CONTINUED  
OCCUPANCY POLICY AND HOUSING CHOICE  
VOUCHER ADMINISTRATIVE PLAN THROUGH 5:00 p.m.  
on MAY 16, 2022**

**Written comments may be emailed to [ed@chahousing.org](mailto:ed@chahousing.org) or  
mailed to the attention of:**

**Ms. Andrea Panter  
801 North Holtzclaw Avenue  
Chattanooga, TN 37404**

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## ADMISSIONS AND CONTINUED OCCUPANCY PLAN

### CHAPTER 3: APPLICATIONS AND PROCESSING

#### 3.1 Waiting List Application

Applications to CHA's public housing program may be made as follows; please note that some of the methodologies may not be currently available:

- a) By completing an application form. Application forms, if applicable, can be obtained from and returned to any site management office and CHA's Central Office at 801 N. Holtzclaw Ave., Chattanooga, TN 37404. The application form will also be available on the CHA's website at [www.chahousing.org](http://www.chahousing.org). Application forms will be mailed to individuals upon request.
- b) By completing an online- or computer-based application. Facilities for completing the online- or computer-based application, if applicable, are available at CHA's Central Office. Online applications may also be available on the CHA's website at [www.chahousing.org](http://www.chahousing.org).

The CHA shall provide access to and reasonable assistance with the application process during the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday. Applications will not be accepted unless they are complete, legible and authenticated by the head of household. The CHA shall date and time stamp each application as received.

#### 3.2 Waiting Lists

The following provisions set forth the procedures for managing the CHA's waiting list(s), placement of applicants on the waiting list(s), and the assignment of vacant units to persons on the waiting list(s) in a uniformly nondiscriminatory basis without respect to race, color, sex, religion, age, handicap, disability, ancestry, national origin, ethnicity, familial status or marital status, children, sexual orientation (homosexuality, heterosexuality, and/or bisexuality), gender identity (actual or perceived gender-related characteristics) or veteran status:

##### 3.2.1 Management

The CHA maintains a waiting list for each of its sites by bedroom size. The CHA may from time to time establish separate waiting lists for certain special housing Programs.

The CHA will use the date and time of application within the selection preference categories and within the pool of standard applicants to determine the order of selection from the waiting lists.

Waiting lists for each site and bedroom size are opened and closed individually in response to the number of applicants on the lists and the anticipated availability of apartments for re-leasing, in accordance with the following procedures:

a) Opening the Waiting List(s) [24 CFR 960.206]

The CHA's Executive Director or his/her designee has the discretion of determining when to open a waiting list. Prior to opening a waiting list, the CHA must ensure that all of the applicants on the list, including applicants with standard preferences have met the eligibility/suitability requirements for the Program and have had the opportunity to be housed. The CHA will provide public notice at the time of opening a waiting list to ensure that families are aware that they may apply for public housing. The CHA will publish the notice on the CHA website, and to local organizations that service low and moderate income families. The CHA will also provide written notice in the lobby of the Central Office and all site management offices.

The notice shall clearly indicate where and when to apply, and will set forth any limitations on who may apply.

As an alternative, the CHA may elect to use a lottery system at the time of opening the wait lists.

The Executive Director or his designee is responsible for the determination of whether and when a lottery system will be used. In the event that the CHA elects to adopt and use a lottery system for the selection of applicants, the date and time of application will not apply.

In the event that the CHA elects to use a lottery system, this intention will be declared and publicized in the CHA's advertisement of the opening of the waiting list(s). The CHA will draw applications from the lottery pool in a public forum. The CHA may maintain the pool of applicants from the lottery for a stated period of time and draw applications from the lottery pool, in a public forum throughout that period of time as necessary.

b) Closing the Waiting List(s)

The CHA's Executive Director or his/her designee has the discretion of when to close a waiting list.

If the CHA's Executive Director or his/her designee determines that the existing waiting list contains an adequate pool of applicants based on available housing opportunities and projected turnover, the CHA may stop accepting new applications or may accept only applications meeting identifying criteria, such as those meeting certain special needs preference criteria described in section 3.3.2.

### **3.2.2 Updating and Reclassification of the Waiting List(s)**

The CHA will update and reclassify all applications on file on its waiting lists at least annually to ensure that the pool of applicants on the waiting lists reasonably represents families who are still interested in applying for housing.

The CHA will send a letter to applicants on the waiting list to confirm that they are still interested in participating in the program for which application was made. The CHA will also request that the applicant family update information regarding address, family composition, income category and claimed preferences to ensure that the applicant is still preliminarily eligible and that the preference status, if any, is accurately reflected. The CHA will request that applicants respond within a timeframe set forth in the letter and shall indicate that failure to respond will result in the removal of the family from the waiting list. *In the event that the applicant does not respond within the timeframe, the family shall be removed from the waiting list.*

The CHA will grant a reasonable accommodation for an applicant with a disability who is removed from the list for failure to respond to the CHA's request for information or update due to the disability if the applicant requests such accommodation in writing and the CHA determines that the requested accommodation is reasonable. Under these circumstances, the CHA shall reinstate the applicant to his/her former position.

An applicant may at any time withdraw his/her application.

### **3.3 Processing Applications for Admission**

#### **3.3.1 Processing Application Documents and Definition of "Application"**

An application document will be considered "complete" when all required information fields are filled in, and the document is [NCI]legible and authenticated by the head of household (submitted applications), which will allow for the document to be entered into the Elite System and processed as an "application."

For those application documents that are deemed incomplete, illegible and/or not properly authenticated, the CHA staff shall make contact with the applicant using any available contact information on the application document, or shall send a denial letter, to inform the applicant of the deficiency (ies) and suggest a resubmission/modification if interested. Efforts to reach the applicant shall be documented in the Elite System.

The CHA shall maintain the application and any associated documentation, including a denial letter, on the CHA's shared network.

#### **3.3.2 Waiting List(s) Assignment**

Each application shall be date and time stamped at the CHA office taking the application or as part of the online- or computer-based application process. These applications shall be coded "active" in the Elite System.

To the extent that a public housing development has handicapped accessible units in its site portfolio, the site shall maintain a waiting list specifically for applicants who require units with physical features that provide

accommodations for household members' with handicaps/disabilities. The CHA shall place applicants on this list based on the date and time of the submitted application and any documentation demonstrating the need for an accessible unit and any eligibility for an ordered selection preference.

The CHA site staff shall place all other applications on waiting lists for units without physical features related to handicaps/disabilities based upon the date and time of the submitted applications and any documented, proven eligibility for an ordered selection preference.

To the extent that one or more waiting lists are not open, the CHA staff shall send a denial letter to the applicant.

### **3.3.3 Ordered Selection Preferences**

As noted above, the CHA shall place applicants on the appropriate waiting lists based upon the date and time of application and any eligibility for an ordered selection preference as set forth below (shown in order of highest preference to lowest preference).

Waiting lists remain open for applicants who qualify for an ordered selection preference.

#### a) Category 1: Administrative Transfers

- This selection preference is available when the CHA staff initiates a transfer based on compelling circumstances that warrant a transfer (see **Chapter 10, section 10.5(a)**)

(e.g. CHA-mandated displacement due to renovation or rehabilitation of CHA-owned public or non-public housing, fire/flood or other casualty to a CHA-managed unit).

#### a) Category 2: Displaced

(Displaced preferences are equally weighted)

Individuals or families displaced by:

- government action (i.e. required to move by any level of government: federal, state or local);
- refugees as defined by federal law;
- inaccessibility of a unit including fire/flood or other casualty to a non-CHA managed unit;
- HUD disposition of a HUD multi-family project;
- domestic violence;
- natural disaster as declared by federal, state and/or local officials;

- witness protection: when a local state and/or federal law enforcement organization requests that CHA house a witness or other person involved in an investigation or pending criminal action. The law enforcement organization must provide compelling written justification for the request, which must be approved by the Executive Director or his/her designee; and
- applicants referred by an organization that is a qualified partner provider of the CHA's Housing First Program.

c) Standard Applicant

All other applicants, not meeting any preferences listed above.

**3.3.4 Other Considerations for Selection from The Waiting List(s)**

The CHA shall select applicants from the waiting list(s) in the order of placement on the list as determined by the date and time of the application and eligibility for a preference, subject to the following provisions.

a) Designated Developments

The CHA has designated Gateway Tower as elder-only in accordance with HUD regulations. The CHA will offer available units first to elder families (62 years of age or older).

b) De-concentration and Income Mixing Provisions

In accordance with the congressional mandate in the "Quality Housing and Work Responsibility Act of 1998", the CHA has adopted the federally required policies to provide for de-concentration of poverty and to encourage income mixing in all family developments. Although the CHA will affirmatively market its housing programs to all eligible income groups, the CHA will take appropriate actions to de-concentrate poverty and encourage income mixing in developments by offering units in developments with higher average income levels to families with lower incomes, and by offering units in developments with lower average income levels to families with higher incomes.

To this end, the site-based management office may skip over families on the waiting list to reach other families with lower/higher incomes in order to comply with de-concentration requirements.

In conjunction with the submission of the Annual Plan, the CHA will analyze the income levels of families residing in each development. Based on this analysis, the CHA will determine necessary marketing strategies to comply with de-concentration requirements.

The CHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

c) Income Targeting to Extremely Low Income Families

At least 40% of the families admitted to the Program during the fiscal year shall be extremely low-income families. This is called the “basic targeting requirement”. Admission of extremely low income families to the CHA’s Housing Choice Voucher Program during the same fiscal year may be credited against the basic targeting requirement. [24 CFR 960.202(b)]

**Council on Drug & Alcohol Abuse Services’ Family Way Program**

The Family Way Program (the Program), funded by the TN Department of Mental Health, is administered by CADAS at Emma Wheeler Homes and serves homeless families with children who are working on alcohol/drug recovery. The program has 24 residential units dedicated exclusively to this Program.

**3.3.5 Unit Size**

Applicant households qualify for apartment units with of a particular bedroom size based on their size and household composition. Applicant households may select waiting lists with bedroom sizes between the minimum and maximum bedroom sizes for which they qualify.

- a) The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	Number of Persons
	Minimum	Maximum
0	1	1
1	1	2
2	3	4
3	5	6
4	7	8

Two persons shall be required to share a bedroom regardless of age and gender, with the exception of the Head of Household. These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons.

In determining bedroom size, CHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, and children who are temporarily away at school or temporarily in foster care.

Bedroom size will also be determined using the following guidelines:

- i. Two (2) persons per bedroom will be considered to determine the bedroom size for all family members, except the Head of Household will

automatically be allowed one bedroom. No more than two (2) persons will occupy a bedroom.

- ii. A bedroom will be allocated for an approved live-in-aide to provide medical assistance to an elderly or disabled Family member. The additional bedroom is only allocated for the live-in-aide – this does not include any dependents of that live-in-aide.
- iii. A foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months.
- iv. Children removed from the household and placed in foster care must anticipate returning within six (6) months.
- v. Exception to the above standards may be granted if reasonable accommodation is deemed necessary.
- vi. A child who resides in the unit at least 50% of the time, due to a change in custody, will be considered when determining bedroom size.
- vii. Exceptions to bedroom size are allowed if the due date for a new baby is within 2 months of the annual re-certification or new contract/lease date for a new unit.

### **3.3.6 Exceptions to Unit Size Guidelines**

The CHA may grant an exception to subsidy standards in determining the appropriate unit size for a particular family, if the CHA determines in its sole discretion that the exception is justified.

The CHA may provide a family with a unit that is larger than suggested by the guidelines, with the condition that the family will move to a smaller unit when another family needs the unit and a suitable smaller unit is available. If such a move becomes necessary, the cost of the move shall be the responsibility of the family. The CHA will require that the family sign a document reflecting its understanding of this exception and of the family's responsibilities. These provisions are outlined in the CHA Dwelling Lease.

### **3.3.7 Application Processing & Preleasing**

The CHA site staff shall remain apprised of available vacant units and units that will become available in the near future.

In order to have fully screened applicants who are ready to lease a unit as soon as possible after it becomes available, CHA staff shall actively work the waiting lists in date/time order within preference categories to ensure a large enough pool of eligible applicants to lease



units of appropriate bedroom sizes. At the point that the CHA staff begins processing an application to determine eligibility/suitability, a hard copy file shall be created. At this time the applicant's status shall be coded as "current" in the Elite System and the hard copy log.

If an applicant fails to respond within ten calendar days to a request for information while being processed as a "current" applicant, the CHA shall change the applicant's status to "withdrawn."

CHA staff shall secure documentation verifying eligibility/suitability within a reasonable time before a unit becomes vacant and available, recognizing that some documents have a 90-day period before expiration.

### **3.3.8 Unit Offer**

When a unit is ready to be offered for lease up, the CHA will contact one or more applicants who are eligible/suitable in waiting list order to begin the leasing process. CHA shall make contact with the applicant using any available contact information on the application to inform the applicant of the unit offer.

The CHA shall advise the applicant of the amount of the security deposit and an estimate of the prorated rent. Upon this contact with the applicant, the CHA staff shall change the applicant's waiting list status from "current" to "eligible" in the Elite System and in the hard file log.

Upon assignment of an "eligible" status <sup>[NC2]</sup>to an applicant, that applicant shall preserve his/her place for a unit offer, regardless of any changes in ordered selection preferences of other applicants that may subsequently occur. (e.g. A standard applicant has been processed to an "eligible" status, when an applicant with a preference appears on the waiting list. The "eligible" applicant will continue to be processed.)

If an applicant cannot be reached, and/or is unable to produce funds necessary for a security deposit and/or first month's prorated rent, s/he will retain her/his date/time position on the waiting list until the period ending at 5:00 p.m. on the last CHA business day of the next month, (eligibility expiration) following the unsuccessful attempt to lease a unit to the applicant. Additionally, the CHA staff will document the contact/non-contact in the CHA's Elite System and in the hard file log. Upon filing the note, the CHA may move to the next applicant on the waiting list in date/time order within preference categories.

If, at the end of eligibility expiration, an applicant is unable to complete the leasing process, because of the applicant's failure to respond, lack of funds, or other factors under the control of the applicant, the applicant's status will be changed from "eligible" to "withdrawn" in the Elite System and in the hard file log.

If, at the end of eligibility expiration, an applicant is unable to complete the leasing process because a unit is not available, then the status will be changed from "eligible" to "current" until a unit become available. The applicant will retain his/her place on the waiting list based on date/time within ordered selection preferences.

Under some circumstances, an applicant may apply for a certain bedroom size, but at the time of unit offer is not eligible for that particular bedroom size due to changes in household

size/composition. If the waiting list for the appropriate bedroom size is open, the applicant shall be reassigned to that waiting list. The applicant will be placed on the appropriate waiting list in date/time order within ordered selection preference, based on the date that the need for a different bedroom size is determined. The CHA staff shall change the applicant as "active" in the Elite System and the hard file log.

If the waiting list for the appropriate bedroom size is closed, the applicant is ineligible for reassignment and the CHA staff shall change the applicant's status to "withdrawn" in the Elite System and in the hard file log.

Ordered selection preferences continue to apply until a unit is offered.

### **3.3.9 Unit Acceptance and Rejection**

Upon an applicant's acceptance of a unit at one of the CHA's developments, staff will change the applicant's status from "eligible" to "complete/housed." Additionally, the applicant's name will be removed from all other CHA waiting lists.

Upon execution of a lease, the CHA will not allow a resident to transfer to another unit unless it is an Administrative Transfer initiated by the CHA.

Upon rejection of a unit offer at a particular development, the applicant will be removed from the waiting list of the rejected site, but may remain on other CHA site-based waiting lists.

Separate rules apply to unit acceptance/rejection for unit transfer offers; see section 10.6.

## **3.4 Communications**

### **3.4.1 CHA to Applicants**

Communications with applicants will be by first class mail or by electronic means in the case of an online- or computer-based application process. When an applicant, who is a disabled person, requests some other form of communication (for example, a telephone call, communication with a designated third party, etc.), CHA will make such reasonable accommodation. Failure to respond to CHA communications may result in withdrawal of an applicant from all waiting lists.

### **3.4.2 Applicants to CHA**

It is the responsibility of each applicant to inform the CHA in writing of any change in address, telephone number, household composition, change in preference, or other information, which may affect the status of the application while on the waiting list(s). For an applicant with no fixed address, such as homeless households, the address of a social service agency may be used for CHA contacts; however, if the applicant finds permanent housing, the address must be reported to the CHA in writing at once.

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## CHAPTER 17: OTHER CHA HOUSING PROGRAMS

### 17.1 Housing First Programs

- a) The CHA makes housing available to homeless families and families that have members who have been victims of domestic violence, under a "housing first" model whereby the family receives a permanent housing placement immediately, without necessarily having to progress through shelters or transitional housing. A critical component of this model is intensive case management services for clients in the program, for a 6-12 month period, or longer if necessary, to assure that the family's transition is successful.
- b) The CHA will execute a Memorandum of Understanding (MOU) [CNRI] with each qualified partner provider who will be providing case management services under this program. A "qualified partner provider" is an organization, which in the CHA's sole discretion, demonstrates the subject matter expertise in homelessness/domestic violence, and capacity to provide quality case management services for extended periods of time. A waiting list preference is applicable to this program, and a referral from a qualified partner provider will serve as the documentation to obtain the preference. CHA has allocated 25 units at the Emma Wheeler Homes site and from 30 units up to 50 units at the College Hill Courts site for the Housing First Program.
- b) For victims of domestic violence, one of CHA's qualified partner providers with domestic violence expertise will conduct the initial client screening, confirming that the family is homeless, has a member who is a victim of domestic violence, is at low risk of further victimization, and is able and willing to participate in programming for a 6-12 month period. If all four requirements are met, the partner provider would refer the family to the CHA for additional screening in accordance with this ACOP, including income eligibility, citizenship or eligible immigration status, and criminal history.
- c) For homeless families (with no issues of domestic violence), one of CHA's qualified partner providers with homeless services expertise will conduct the initial client screening, confirming that the family is homeless and is able and willing to participate in programming for a 6-12 month period, or longer if necessary to assure that the family's transition is successful.

- d) If the initial screening criteria are met, the partner provider would refer the family to the CHA for additional screening in accordance with this ACOP: income eligibility, past landlord history, credit worthiness, and criminal history.
- e) If admitted to the program, each family will sign a lease and a lease addendum that requires them to be compliant with their case management plans or risk termination of their tenancies. The partner provider's case manager will provide supportive services for each participating family. At the end of the program period, the family will "graduate" and be allowed to remain in the apartment. The CHA will make another apartment available to the program (at either Emma Wheeler Homes or College Hill Courts, as applicable), based on the availability of appropriately sized units.
- f) The CHA will post on its website at [www.chahousing.org](http://www.chahousing.org) the names and contact information for qualified partner providers who are eligible to refer families experiencing homelessness to the Housing First Program. If a person experiencing homelessness advises a CHA staff member that s/he is an applicant or prospective applicant who is experiencing homelessness, the CHA staff member shall refer the person to the CHA's website and provide a hard copy of the contact information for the qualified partner providers and will instruct the prospective applicant that the only way to qualify for a preference is to reach out to a qualified partner provider and to be referred to the Housing First Program by that provider. The CHA will collect available demographic data about participants in the Housing First Program and will maintain such data for a minimum of two years.

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The CHA is currently in the process of seeking HUD approval to designate Gateway Tower for elders only. If the CHA does not secure this approval, the CHA proposes to create the following two weighted selection preferences for Gateway Tower:

1<sup>st</sup> Priority : Applicants aged 62 and older

2<sup>nd</sup> Priority: Applicants aged 50 and older

## **Executive Summary – HCVP Administrative Plan Changes**

### **SECTION XIV**

#### **Moves with Continued Assistance**

Participating families are allowed to move to another unit after the initial 12 months has expired or if CHA has terminated the HAP contract. CHA will issue the family another voucher if the family does not owe CHA money, has not violated a Family Obligation, has not committed serious or repeated violations of the lease (see Section 2.3.D.), and if CHA has sufficient funding for continued assistance. Families participating in the Housing Choice Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will CHA allow a participant to improperly break a lease except under extraordinary circumstances.

##### **A. When a Family May Move**

Families on the Section 8 Voucher Program may move anywhere within the United States and U.S. territory. Families who wish to move out of CHA jurisdiction may do so utilizing the portability feature of their Voucher. The Family must provide a written notice of intent to vacate to the Landlord according to the Landlord's lease and provide a copy of such notice to the CHA.

After the Move Tenant notice is given, the Family must move from the unit or execute a Continued Occupancy document with the Landlord and present it to the Housing Choice Voucher Program (Section 8) staff. The Landlord must correct all deficiencies and pass the inspection before the HAP terminates. CHA will reestablish the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS.

##### **1. Families Eligible for Relocation**

Families who are currently receiving subsidy may relocate under any of the following conditions:

- a. The Family has resided in their present unit for at least twelve (12) months; or
- b. The Family has resided in their present unit for the time required under the most recent lease provided to CHA, and has given proper written notice of their intent to vacate to their Landlord and CHA; or
- c. The unit has failed a Housing Quality Standards (HQS) inspection and the Landlord failed to meet CHA deadline for correcting identified

problems and/or failed to request a re-inspection of the unit; or

d. The unit has been damaged or destroyed by fire or natural disaster; or

e. The Landlord does not wish to continue participation in the Section 8 Voucher Program (Federal regulations prohibit a Landlord from leaving the Section 8 Voucher Program during the first year of Family occupancy by a Section 8 Voucher recipient); or

f. CHA determines the Landlord has breached the contract; or

g. The Family has been evicted by the Landlord for reasons that do not violate the terms of their family obligations as set forth in 24 CFR 982.552, as amended.

2. Restriction on Moves

a. A Family may not relocate during the initial lease term, except:

(1). in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards; or

(2). the Family can no longer reside in the unit due to medical conditions verified by a physician.

(3). All others to be added will be reviewed and decided on a case-by-case basis.

b. CHA will limit the number of times a Family may search for housing to once every twelve (12) months, except:

(1). in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards; or

(2). the Family can no longer reside in the unit due to medical conditions verified by a physician.

(3). All others to be added will be reviewed and decided on a case-by-case basis.

c. Families in noncompliance with a promissory note and/or an

agreement to repay a bad debt with CHA will not be permitted to move until the debt is brought current under the terms of the agreement.

d. CHA will not relocate Families evicted by a Landlord for serious or repeated violations of their lease agreement. If there are extenuating circumstances, they will be reviewed on a case-by-case basis.

e. Families must honor the notice of intent to vacate given to the Landlord as stipulated in the lease agreement. A new contract will not be executed prior to the month stipulated in the notice. Families who move early will be responsible for the rent to the Landlord until the new contract is executed.

f. CHA will pay the current Landlord the HAP through the end of the month the contract will terminate, unless the HAP has been abated.

g. The Family has not resided in their present unit for the required amount of time under their current lease, but has obtained the Landlord's written approval to terminate the lease due to extenuating circumstances that require the Family to move. Such moves are based on conditions that threaten the safety and welfare of the Family (e.g., domestic violence), or changes in the family composition or for economic reasons (job change) and require the review and approval of the Director of Assisted Housing or his designee.

### 3. Term of Voucher

The relocation voucher will be issued for a maximum term of 120 days including extension, except;

a. The Family is approved for a reasonable accommodation to extend the voucher search time by an additional 60 days to a max of 180 days; or

b. The Family has submitted a special voucher extension (COVID voucher extension only) to extend the voucher search time by an additional 60 days to a max of 180 days; or

If the relocation voucher expires including any approved extensions before an affordable unit is submitted, the Family may submit another request for relocation for reissuance of the voucher **only if** they have not been vacant from the assisted unit for more than 180 days with zero HAP paid on their behalf. If they have been out of the assisted unit more than 180 days and the relocation voucher expires without submission of an affordable unit, the voucher assistance is terminated and the Family must reapply when the CHA begins taking applications again.