

Chapter Four

ONGOING PROGRAM ADMINISTRATION

Execution of key program documents and the start of subsidy payments is the end of one important phase of LIRHF, but only the beginning of another. For the full term of the LIRHF contract, the subgrantee has important operational responsibilities.

RE-CERTIFICATION ELIGIBILITY DETERMINATIONS

Each tenant's eligibility to participate in the program and its share of the rent must be confirmed at re-certification. If a participating tenant's income, at a re-certification, exceeds the 80% of the area median income, the tenant's assistance must be ended. In order to assure that the re-examination is completed on time and that adequate notice is given to both the owner and tenant of changes in the tenant's eligibility or share of the rent, the re-examination process should begin 60-90 days in advance of the tenant's re-certification date.

Using the same basic procedures described in **Chapter Two** to determine the tenant's initial eligibility and share of the rent, the subgrantee must re-verify tenant size, composition, and income.

Interim re-determinations of income are not required to be reported. However, if the tenant's circumstances change between re-examinations, the subgrantee may wish to do a re-

determination if it will benefit the household. Once a contract becomes effective there should not be any additional changes.

PROCESSING REQUESTS FOR RENT INCREASES

Typically, owners offer leases that specify the rent for one year unless the subgrantee has negotiated a two year lease, rents may be increased yearly.

The subgrantee must again determine that the proposed rent is reasonable in comparison to rents charged for comparable, unassisted units, and also that it is within any other limitations established in the subgrantee's program.

MOVES AND TERMINATION OF TENANCY

The tenant may elect to move to another unit, as permitted by the lease/rental agreement. The LIRHF contract contains provisions that terminate the subgrantee's agreement with the owner when the tenant moves out. To assure that a subsidy is not paid on units no longer occupied by an eligible tenant, the subgrantee should require the tenant to give at least a 30 day advance notice of its plan to move out, and the owner to inform the subgrantee when the tenant moves out.

The subgrantee should establish a policy regarding moves and termination of assistance and make it available to tenants. When a tenant wishes to move,

the subgrantee has two options; either terminate the LIRHF assistance or the tenant may be provided another contract following the same procedures used to issue the original contract.

TERMINATION OF TENANCY

If a tenant is evicted, the subgrantee must terminate the assistance with the owner. The subgrantee may re-evaluate the reasons for eviction and may elect to continue LIRHF assistance with the tenant.

The subgrantee may also elect not to continue the LIRHF assistance with the tenant if the subgrantee can certify that the tenant is not in compliance with the local LIRHF program or self sufficiency plan.

Documentation of the reason for continuance or denial must be included in the tenant's file and reasons must be in compliance with Fair Housing. The subgrantee must be consistent when applying these criteria.

