

HOUSING AUTHORITY OF BILLINGS

SHELTER PLUS CARE ADMINISTRATIVE PLAN

The Housing Authority of Billings received a Shelter-Plus-Care grant in March 2002. The grant is for five years in the amount of \$361,000. Up to 8% of the funds can be used for administration. The grant was written to serve 15 clients.

Unless otherwise noted, the HAB Section 8 Administrative Plan shall govern the Shelter-Plus-Care Program.

Performance Indicators

The Section 8 Management Assessment Program and the submission of 50058 forms to HUD are not applicable for the Shelter-Plus-Care Program. There is an annual report that must be submitted to HUD that includes statistics for each client and the supportive services provided as a match for the grant funds.

Eligibility

To be eligible for the Shelter-Plus-Care Program applicants must be disabled and homeless. The Housing Authority of Billings and Montana Mental Health Center of Billings coordinate the applications for the Shelter-Plus-Care Program. The client must be disabled, have been diagnosed with chronic alcoholism or AIDS. Other helping agencies will submit clients to the Mental Health Center for eligibility screening.

If an applicant owes money due to a prior tenancy with the Housing Authority, the balance owed must be paid in full prior to the applicant receiving assistance. Any applicant required to register in any state as a sex offender will not be admitted to the program.

Waiting List

The Housing Authority of Billings will keep the waiting list for all clients sent through the Mental Health Center for eligibility. The Mental Health center screens the clients for their homelessness and disability eligibility.

Preferences

The preferences that apply to the regular HAB Section 8 Voucher Program do not apply to the Shelter-Plus-Care Program. All applicants will have equal preference and applicants will be chosen by date and time of application. The Shelter-Plus-Care Program will not have any preferences other than those listed in the grant for those who are homelessness, disabled, have chronic alcoholism and/or AIDS.

Subsidy Standards

The same subsidy standards that are applicable to the HAB Section 8 voucher program are applicable to the Shelter-Plus-Care program.

Factors Related to Total Tenant Payment and Family Share Determination

Income and allowances are the same as the HAB Section 8 voucher program with the exception of EID (Earned Income Disallowance).

Verification Procedures

All verification procedures are the same as the verification procedures used in the HAB Section 8 voucher program.

Certificate Issuance and Briefings

All Shelter-Plus-Care clients are issued a S+C certificate. The certificate is designated as Shelter-Plus-Care. Clients are told that they can only use this certificate within the Housing Authority of Billings jurisdictional area, the City limits and ten miles out.

Request for Approval of Tenancy and Contract Execution

After a client finds a unit to rent, the owner must complete a Request for Approval of Tenancy. The Request for Approval of Tenancy must be returned to the Housing Authority office. The rent portions are calculated and reviewed for reasonableness. If the rent is reasonable, the unit is scheduled for an initial inspection. After the unit passes inspection and the client moves in the housing assistance payments can begin. The owner is required to sign a Housing Assistance Payments Contract with the Housing Authority. The owner and the tenant are required to have a lease agreement and a copy of the lease agreement must be provided to the Housing Authority.

Housing Quality Standards and Inspections

The same housing quality standards and inspections as in the Section 8 voucher program will be conducted. All units must pass the initial housing quality standards inspection prior to payment of housing assistance. The unit must pass an inspection annually at the time of the client's recertification.

Owner Rents, Rent Reasonableness

Rents for the Shelter-Plus-Care program will be the same as the current HUD published FMR. Rents charged by owners will be compared to units of similar size and with similar amenities to determine if the rent is reasonable. Payments to owners participating in the Shelter-Plus-Care program will receive the housing assistance payment on the first of each month.

Recertifications

All Shelter-Plus-Care clients must be recertified annually according to the same procedures that are used in the Section 8 voucher program. All income and family composition changes must be reported to the Housing Authority as soon as they occur. The Housing Authority will perform interim recertifications.

Moves with Continued Assistance/Portability

Clients assisted in the Shelter-Plus-Care program will be allowed to move within the Billings area. Assistance with Shelter-Plus-Care funds is not portable or other jurisdictions. If a client gives a landlord proper notice or if the landlord gives the tenant proper notice, the client can move to another unit and not lose assistance in the Shelter-Plus-Care Program. If the tenant has violated any family obligations the tenant will be terminated from the program and not be allowed to move.

Contract Terminations

The Shelter-Plus-Care Program and the HAB Section 8 voucher program will use the same policies for contract terminations.

Denial or Termination of Assistance

The Shelter-Plus-Care Program and the HAB Section 8 voucher program will use the same policies for the denial or termination of assistance.

Owner Disapproval and Restriction

The Shelter-Plus-Care Program and the HAB Section 8 voucher program will use the same policies for owner disapproval and restriction.

Complaints and Appeals

The Shelter-Plus-Care Program and the HAB Section 8 voucher program will use the same policies for complaints and appeals.

Nondiscrimination

The admissions process will be conducted in a manner in which all persons interested in admission to elderly housing are treated fairly and consistently.

The Shelter-Plus-Care program will not discriminate at any stage of the admissions and the occupancy process because of race, color, national origin, religion, creed, sex, age, or handicap. The Pleasantview Apartments is bound by the nondiscrimination requirements of Federal, State, and local law. We will abide by the nondiscrimination requirements of:

- A. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance.
- B. Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing.
- C. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on handicap in programs receiving Federal financial assistance;
- D. The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
- E. Executive Order 11063, which required HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance;
- F. Fair Housing Amendments Act, which amends Title VIII of the Civil Rights Act of 1968, prohibits discrimination in housing on the basis of handicaps and familial status 42 U.S.C. Section 3602;
- G. American Disabilities Act of 1990, PL 101-336.
Applicants shall not be discriminated against because of race, familial status, handicap, color, sex, national origin, religious preference, or political affiliation. No preference will be shown any applicant because of political affiliation or acquaintance with any public official at the Federal, State, or local level. In addition there shall be no discrimination against any applicant receiving part or all of his(her) income from public assistance, providing such applications are otherwise eligible for admission.
- H. Limited English Proficient (LEP)

Annual reviews will be conducted on the 4 factors in the HUD guidance and adjustments will be made to the LEP procedure manual as review of factors indicate.