

# APPENDIX K

## Definitions

<b>Access to Information:</b>	Citizens, public agencies and other interested parties, including those most affected, must have the opportunity to review and submit comments on any proposed submission concerning the proposed activities, including the amount of assistance the jurisdiction expects to receive (including grant funds and program income), and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-and moderate-income.
<b>Activities:</b>	Actions the program takes to fulfill its mission.
<b>Administration for Project Sponsors:</b>	Defined by HUD as "7 percent for project sponsors, including costs of staff necessary to carry out eligible activities" under the HOPWA program.
<b>Affirmative Marketing:</b>	A means of extending the range of equal housing opportunity activities by promoting institutional change designed to secure voluntary compliance with the spirit of the law and its policy of fair housing. It includes a broad range of activities related to voluntary compliance. Area-wide affirmative marketing plans and agreements are an excellent vehicle for achieving equal housing opportunity. The participating jurisdiction must describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.
<b>Affordable Housing:</b>	Generally defined as housing for which the occupant pays no more than thirty percent of gross income for gross housing costs, including utilities.
<b>AIDS and Related Diseases:</b>	The disease of acquired immunodeficiency syndrome or any conditions arising from the virus that causes it.
<b>Alcohol/Other Drug Addiction:</b>	A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.
<b>Amendments:</b>	Prior to the submission of any substantial change in the proposed use of funds, citizens must have reasonable notice of, and opportunity to comment on, the proposed amendment.
<b>Anti-displacement:</b>	A jurisdiction's plan to minimize displacement of persons and to assist any person displaced, specifying the types and levels of assistance the jurisdiction will make available (or require others to make available) to

persons displaced, even if the jurisdiction expects no displacement to occur.

**Area Median Income (AMI):**

The [median income](#) for an individual or family in a metropolitan area or a non-metropolitan county, calculated each year by the U.S. Department of Housing and Urban Development. The arithmetic median is adjusted for family size and usually high or low income-to-housing-cost relationships.

**Area of Low Income Concentration:**

Any area where the total percentage of extremely low- and low-income households make up more than 51% of the total population.

**Area of Racial/Ethnic Minority Concentration:**

Any county that has a total minority population greater than 38.58% of the total population in the county. (This threshold was derived by taking the percent minority population in the state, 19.29%, and doubling it.) Source: 1990 U.S. Census.

**ARRA:**

The American Recovery and Reinvestment Act of 2009. The Colorado Dept. of Local Affairs received funding through the CDBG and Homelessness Prevention and Rapid Re-housing Program sections of this act. Plans for use of these funds were submitted as substantial amendments to the 2008 Consolidated Plan.

**Assisted Household or Person:**

For the purposes of specifying one-year goals for assisting households or persons, a household or person is assisted if, during the coming Federal fiscal year, they will benefit through one or more programs included in the state's plan. A renter is benefited if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed, and/or receives rental assistance. An existing homeowner is benefited during the year if the home's rehabilitation is completed. A first-time homebuyer is benefited if a home is purchased during the year. A homeless person is benefited during the year if the person becomes an occupant of transitional or permanent housing. A non-homeless person with special needs is considered as being benefited, however, only if the provision of supportive services is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see 24 CFR section 882.109).

**Barriers to Affordable**

Local regulations may include specific policies,

**Housing:** procedures or processes that increase the cost of developing maintaining or improving affordable housing. HUD form 273000, used for competitive grants, can serve as useful guidance to help jurisdictions identify such barriers in their own regulations. See Attachment 1 for a copy of the form and instructions.

**CDBG:** Community Development Block Grant

**Chronically Homeless** An unaccompanied homeless person with a disabling condition who has been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time.

**Citizen Participation Plan:** A plan that must be developed by all Participating Jurisdictions to describe and document efforts that will be undertaken to provide for and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance report. These requirements are designed especially to encourage participation of low-and-moderate income residents where housing and community development funds may be spent. The jurisdiction is expected to take whatever actions are appropriate to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with disabilities in all stages of the process.

The jurisdiction shall encourage the participation of residents of public and assisted housing developments and recipients of tenant-based assistance in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdiction shall make an effort to provide information to the housing agency about the consolidated plan activities related to its development and surrounding communities that the housing agency can make available at the annual public hearing required for the Public Housing Authority Plan.

**Committed:** Generally means there is a legally binding commitment of funds to a specific project to undertake specific activities, or an obligation of funds to a State recipient.

**Community Development** Specific long-term and short-term community development objectives (including economic

**Objectives:** development activities that create jobs), developed in accordance with the statutory goals described in Section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low-and moderate-income persons.

Each specific objective developed to address a priority need must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

**Consistent with the Consolidated Plan:** A determination made by the State that a program application meets the following criterion: The Annual Plan for that fiscal year's funding indicates the State planned to apply for the program or was willing to support an application by another entity for the program; the location of activities is consistent with the geographic areas specified in the plan; and the activities benefit a category of residents for which the State's five-year plan shows a priority.

**Contingency:** An amount, generally not to exceed ten percent of total available CDBG funds, that may be excluded from the funds for which eligible activities are described if it has been identified as a contingency for cost overruns.

**Cost Burden > 30%:** Gross housing costs, including utility costs, exceed thirty percent of gross income, based on data published by the U.S. Census Bureau.

**Cost Burden > 50% (Severe Cost Burden):** Gross housing costs, including utility costs, exceed fifty percent of gross income, based on data published by the U.S. Census Bureau.

**Development:** Resource identification to establish, coordinate and develop housing assistance resources; acquisition, rehabilitation, conversion, lease, and room occupancy (SRO) dwellings and community residences only.

**Disabled Household:** A household containing at least one adult (a person of at least 18 years of age) who has a disability. A person shall be considered to have a disability if they have a physical, mental or emotional impairment that: 1) is expected to be of long-continued and indefinite duration, 2) substantially impedes his or her ability to live independently, and 3) is of such a nature that the ability could be improved by more suitable housing conditions. A person shall also be considered to have a disability if he or she has a developmental disability as defined in

the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006). The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

**Economic Independence and Self-Sufficiency Programs:**

Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Bootstrap programs that originated under earlier Section 8 rental certificate and rental voucher initiatives, as well as the Family Self-Sufficiency program. In addition, PHAs may operate locally developed programs or conduct a variety of special projects designed to promote economic independence and self-sufficiency.

**Elderly Household:**

A family in which the head of the household or spouse is at least 62 years of age.

**ESG:**

The Emergency Shelter Grant program.

**Expected/Actual Units:**

The number of projected housing units for a project, and those actually accomplished during the time period designated for the objective.

**Extremely Low-Income Families:**

Under the CDBG program, families whose income is between 0 and 30 percent of the [area median income](#), as determined by HUD with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of the median for an area on the basis of its findings that such variations are necessary because of prevailing levels of construction costs or [fair market rents](#), or unusually high or low family incomes.

**Existing Homeowner:**

An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

**Fair Housing Act: Fair Market Rent: (FMR)**

Gross rent estimates that include shelter rent and the cost of utilities, except telephone, cable or satellite television and internet services. The level at which FMRs are set is expressed as a percentile point within the rent distribution of standard market rental housing units, usually the 40<sup>th</sup> percentile.

**Family:**

A household comprised of one or more related individuals. (U.S. Census Bureau)

<b>Family Self-Sufficiency (FSS) Program:</b>	A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and private resources to provide supportive services, to enable participating families to achieve economic independence and self-sufficiency.
<b>Federal Preference For Admission:</b>	The preference given to otherwise eligible applicants under HUD's rental assistance programs who, at the time they seek housing assistance are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent. (See, for example, 24 CFR 882.219)
<b>First-Time Homebuyer:</b>	An individual or family that has not owned a home during the three-year period preceding the HUD-assisted purchase of a home to be used as the principal residence of the homebuyer.
<b>For Rent:</b>	Year round housing units that are vacant and offered/available for rent (U.S. Census definition).
<b>For Sale:</b>	Year round housing units that are vacant and offered/available for sale only. (U.S. Census definition).
<b>Frail Elderly:</b>	An elderly person who is unable to perform at least three activities of daily living (i.e. eating, dressing, bathing, grooming, and household management activities.)
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. The number of households to be assisted with housing with funding from all sources during the 3-5 year period of time designated in the strategic plan.</li> <li>2. Proposed solutions to problems or needs identified in the Consolidated Plan such as: <ul style="list-style-type: none"> <li>• Preserve existing housing stock</li> <li>• Increase property values/tax base</li> <li>• Improve neighborhood stability</li> </ul> </li> </ol>
<b>Group Quarters:</b>	Facilities providing living quarters that are not classified as housing units. (U.S. Census definition). Examples include: prisons, nursing homes, dormitories, military barracks, and shelters.
<b>HERA</b>	The Housing and Economic Recovery Act of 2008. The Colorado Department of Local Affairs received funding under the Neighborhood Stabilization Program section of the Act. The plan for use of the funds was submitted as an amendment to the 2008 Consolidated Plan.

<b>HIV/Aids Housing Goals:</b>	Annual goals for the number of households to be provided with housing through activities that provide short-term rent, mortgage and utility assistance payments to prevent homelessness of the individual or family, tenant-based rental assistance; and units provided in housing facilities that are being developed, leased or operated.
<b>HOME:</b>	The HOME Investment Partnerships Act, which is Title II of the National Affordable Housing Act.
<b>HOME Tenant-Based Rental Assistance:</b>	The participating jurisdiction must describe the local market conditions that led to the use of HOME funds for tenant based rental assistance program. If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by the population. (See <a href="#">Tenant-Based Rental Assistance</a> .)
<b>Homeless Family:</b>	A family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.
<b>Homeless Individual:</b>	An unaccompanied youth (17 years or younger) or an adult (18 years or older) without children.
<b>Homeless Youth:</b>	Unaccompanied person 17 years of age or younger who is living in situations described by terms "sheltered" or "unsheltered".
<b>Homeless Strategy:</b>	The jurisdiction should describe its strategy for addressing the needs of the homeless individuals and families with children and the subpopulations identified in the Homeless Populations and Subpopulations Chart. The strategy should address the need for expansion of Continuum of Care components, including outreach, emergency shelters, transitional housing, permanent supportive housing, and prevention of homelessness. In a narrative, describe the goals, programs, and policy initiatives the community expects to accomplish during the period covered by the strategic plan to address the unmet needs of the homeless individuals and families with children, as well as subpopulations.
<b>Homeownership Housing:</b>	(a) Housing that qualifies as <a href="#">affordable housing</a> , is available for purchase (with or without rehabilitation) and (1) is purchased by a extremely low-income, low-income, or moderate-income first-time homebuyer who will make the housing his or her principal residence; and (2) has a sale price that does not exceed the mortgage

limit for the type of single family housing for the area under HUD's single family insuring authority under the National Housing Act.

(b) Housing that is to be rehabilitated, but is already owned by a family when assistance is provided, qualifies as affordable housing if the housing (1) is occupied by a extremely-low income, low-income, or moderate-income family which uses the house as its principal residence, and (2) has a value, after rehabilitation, that does not exceed the mortgage limit for the type of single family housing for the area, as described in (a) above.

<b>HOPWA:</b>	The Housing Opportunities for People with AIDS funding program
<b>Household:</b>	One or more unrelated persons occupying a housing unit. (U.S. Census Bureau definition).
<b>Housing Choice Voucher Program</b>	The Housing Choice Voucher (HCV) program pays a portion of the participating household's rent on a rental unit offered in the marketplace for very low-income families, the homeless, the elderly, and the disabled. This Housing Assistance Payment (HAP) is the difference between 30 percent of the household's adjusted gross income and the payment standard.
<b>Housing Problems:</b>	Housing units that: (1) have physical defects; (2) are overcrowded; or (3) have a cost burden to the occupants greater than 30%. (U.S. Census Bureau)
<b>Housing Unit:</b>	An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters. (U.S. Census definition).
<b>Identifying Benchmarks:</b>	Benchmarks establish specific targets on the road to achieving goals and carrying out strategies. They are essential for purposes of accountability and measuring success. For example, a community may identify the revitalization of a certain neighborhood as part of its vision, and may include proposed performance measures related to reduction in crime rates, increase in property values, education attainment, or infant mortality rates. Progress towards these goals could be tracked in terms that measure outcomes as well as process and outputs. In this way, the grantee and its citizens would know if the selected activities and strategies are achieving the desired outcome, i.e., revitalized neighborhood. HUD Form 96010, used for competitive grants, can serve as a useful guidance document in assisting jurisdictions identify and track outputs, benchmarks, and outcomes. See Attachment 3 for a copy of the form and instructions.

**Impediments to Fair Housing Choice:**

As part of the certification to affirmatively further fair housing, jurisdictions are required to complete an analysis of impediments to fair housing choice and to take actions to overcome the effects of any impediments identified through that analysis. Jurisdictions are strongly encouraged to annually update their analysis of impediments and to include planned actions to overcome the effects of any impediments identified through that analysis in the annual action plan submission.

**Inputs:**

Resources dedicated to or consumed by the program, such as:

- Money
- Staff/Staff time
- Contractors
- Facilities
- Equipment

**Institutions/Institutional:**

Group quarters for persons under care or custody. (U.S. Census definition).

**Inventory**

A concise summary of the existing facilities and services that assist homeless persons and families with children and subpopulations identified in Table 1A. These include outreach and assessment, emergency shelters and services, transitional housing, permanent and supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless.

**Lead Agency:**

The agency or entity responsible for overseeing the development of the Consolidated Plan and the major public and private agencies responsible for administering programs covered by it.

**Lead Based Paint:**

The jurisdiction must consult with state and local health and child welfare agencies, and examine data on hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

**LIHTC:**

(Federal) Low Income Housing Tax Credit.

**Low Income Families:**

Under the CDBG program, families whose incomes do not exceed fifty percent, or under the HOME program eighty percent, of the [area median income](#), as determined by HUD with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than fifty percent of the area median income on the basis of its findings that such variations

are necessary because of prevailing levels of construction costs or [fair market rents](#), or unusually high or low family incomes. HUD income limits are updated annually and are available from local HUD offices or at [www.HUD.gov](http://www.HUD.gov) for the appropriate jurisdictions.

**Median Family Income (MFI):**

The [median income](#) for a family in a metropolitan area.

0 – 30%: Subgroup with incomes of to 30% of HUD-adjusted MFI for the area.

31-50%: Subgroup with incomes of 31 to 50% of HUD-adjusted MFI for the area.

51 – 80%: Subgroup with incomes of 51 to 80% of HUD-adjusted MFI for the area.

**Median Household Income (MHI):**

The [median income](#) for a household. It is usually lower than Median Family Income because it includes single-person households.

**Median Income:**

The midpoint of the range of incomes; half of all incomes are higher and half are lower.

**Metropolitan Area:**

Areas consisting of one or more counties including a large population nucleus and nearby communities that have a high degree of interaction. Primary metropolitan statistical areas (PMSAs) are MSAs that make up consolidated metropolitan statistical areas (CMSAs). (U.S. Census definition).

**Middle-Income Families:**

Families whose income is between 80 percent and 120 percent of the [area median income](#), as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than eighty percent of the area median on the basis of its findings that such variations are necessary because of prevailing levels of construction costs or [fair market rents](#), or unusually high or low family incomes. HUD income limits are updated annually and are available from local HUD offices or at [www.HUD.gov](http://www.HUD.gov).

**Minority Homeownership:**

HUD has established a national goal to increase the number of minority homeowners. Since HOME funds are an important component of this effort, jurisdictions are now required to include an estimate of the total number of minority households expected to be assisted in becoming homeowners during the period covered by the Consolidated Plan in their Consolidated Plan submissions.

**Minority/Women's**

Actions taken by a jurisdiction to establish and

**Business Outreach**

oversee a minority outreach program to ensure inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by the participating jurisdiction with such person or entities, public and private, to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.

**Moderate Income Families:**

HUD'S Community Planning and Development defines families whose incomes are between 81 percent and 95 percent of the HUD [area median income](#), except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or [fair market rents](#), or unusually high or low family incomes. The CDBG program defines Moderate Income as falling between fifty and eighty percent of AMI.

**Moderate Rehabilitation:** Rehabilitation of residential property at an average cost for the project no greater than \$25,000 per dwelling unit.

**Need Levels:**

**High Priority:** Activities to address this unmet need will be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds during the period of time designated in the strategy portion of this document.

**Medium Priority:** If funds are available, activities to address this unmet need may be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds during the period of time designated in the strategy portion of this document.

**Low Priority:** The locality will not fund activities to address this unmet need during the period of time designated in the strategy portion of this document. The locality will consider certifications of consistency for other entities' application for Federal assistance.

**Neighborhood Stabilization Program (NSP)**

Legislation passed as part of the Housing and Economic Recovery Act of 2008 to assist communities with foreclosure problems and destabilization of neighborhoods.

**Neighborhood Revitalization Strategy Areas:**

Studies indicate concentrated investments have a greater impact neighborhood stabilization and revitalization, so jurisdictions are encouraged to identify geographic areas where they will concentrate the use of block grant funds and other local actions in a coordinated manner to achieve local objectives and desired outcomes i.e., reduction in crime rates, code enforcement, etc. Jurisdictions are strongly encouraged to develop neighborhood revitalization strategies that include the economic empowerment of low-and moderate-income persons. Upon HUD approval of the strategy, the jurisdiction may obtain great flexibility in the use of CDBG funds in the revitalization area(s).

**Non-Elderly Household:** A household which does not meet the definition of "Elderly Household," as defined above.

**Non-Homeless Persons with Special Needs:** Includes frail elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

**Non-Institutional:** Group quarters for persons not under the care or custody (U.S. Census definition used.)

**Occupied Housing Unit:** A housing unit that is the usual place of residence of the occupant(s).

**Other Household:** A household of one or more persons that does not meet the definition of a Small Related household or a Large Related household, or is an elderly household comprised of three or more persons.

**Other Vacant:** Vacant year round housing units that are not For Rent or For Sale. This category would include Awaiting Occupancy or Held. (U.S. Census definition).

**Outcomes:** Benefits that result from the program, such as:

- Increased percentage of housing units that are standard
- Improved quality of life for program participants
- Revitalization of the neighborhood

**Outputs:** The direct products of program activities.

- Number of customers served
- Number of loans processed
- Number of home rehabilitated

**Overcrowded:** A housing unit containing more than one person per room. (U.S. Census definition used in Table 1A).

**Owner:** A household that owns the housing unit it occupies. (U.S. Census definition).

<b>Participating Jurisdiction:</b>	The state or local government that receives and administers funding through the HOME program.
<b>Performance Measure:</b>	The performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished during the period of time designated for the strategy.
<b>Performance Measurement Systems:</b>	In addition to outputs, jurisdictions are strongly encouraged to develop performance measurements systems that contain at least on proposed outcome and one actual outcome. Jurisdictions that currently have and use a performance measurement system are asked to describe the method they use to measure the outputs and outcomes of the CPA formula grant programs in the Consolidated Plan.
<b>Performance Reports:</b>	The <a href="#">citizen participation plan</a> must provide citizens with reasonable notice and an opportunity to comment on performance reports. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given. The citizen participation plan must provide at least 15 days to receive comments on the performance report that is to be submitted to HUD before its submission. The citizen participation plan shall require the jurisdiction to consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. A summary of these comments shall be attached to the performance report.
<b>Physical Defects:</b>	A housing unit lacking complete kitchen, bathroom, or electricity (U.S. Census definition.)
<b>Primary Housing Activity:</b>	A means of providing or producing affordable housing -- such as rental assistance, production, rehabilitation or acquisition -- that will be allocated significant resources and/or pursued intensively for addressing a particular housing need. (See also "Secondary Housing Activity".)
<b>Priority Homeless Needs:</b>	The Jurisdiction identifies its homeless and homelessness prevention priorities using the results of the Continuum of Care Planning process. (see Table 1A.) The description of the jurisdiction's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless families with children and individuals. The jurisdiction must provide an analysis of how the needs of each category of

residents provided the basis for determining the relative priority of each priority homeless need category.

**Priority Housing Needs:** The jurisdiction must identify the priority housing needs in accordance with the categories specified in Table 2A. These categories correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan. The jurisdiction must provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of each category of residents provided the basis for determining the relative priority of each priority housing need category. Family and income types may be grouped in the case of closely related categories of resident where the analysis would apply to more than one family or income type.

**Project-Based Rental Assistance:** Rental Assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

**Public Hearings:** In order to obtain the views of the citizens on housing and community development needs, including priority nonhousing community development needs, the [citizen participation plan](#) must provide that at least one of these hearing is held before the proposed consolidated plan is published for comment.

**Public Housing:** Has the jurisdiction provided examples of supportive efforts to revitalize neighborhoods surrounding public housing projects (either current or proposed); cooperation in the provision of resident programs and services; coordination of local drug elimination or anti-crime strategies; upgrading of police, fire, schools, and other services; and economic development projects in or near public housing projects that expand economic opportunity or tie in with self-sufficiency efforts for residents of Care Housing Activity Chart and Service Activity Chart to meet this requirement.

**Large related Household:** A household of five or more persons that includes at least one person related to the householder by blood, marriage, or adoption.

**Public Housing CIAP:** Public Housing Comprehensive Improvement Assistance Program.

**Public Housing MRDP:** Public Housing Major Reconstruction of Obsolete Projects.

**Refinancing:** If a jurisdiction intends to use HOME funds to refinance existing debt, secured by multifamily housing that is

rehabilitated with HOME funds, it must state its financing guidelines required under 24 CFR 92.206(b).

**Rent Burden > 30% (Cost Burden):** The extent to which gross housing costs, including utility costs, exceed 30% of gross income, based on data published by the U.S. Census Bureau.

**Rent Burden > 50% (Severe) Cost Burden:** The extent to which gross housing costs, including utility costs, exceed 50% of gross income, based on data published by the U.S. Census Bureau.

**Rental Assistance:** Rental assistance payments provided as either [project-based rental assistance](#) or [tenant-based rental assistance](#).

**Rental Housing:** A rental housing unit is considered "affordable" if it is occupied by an extremely low-income, low-income, or moderate-income family or individual, and bears a rent that is the lesser of (1) the Existing Section 8 [Fair Market Rent](#) for comparable units in the area, or (2) 30 percent of the adjusted income of a family whose income equals 65 percent of the median income for the area, except that HUS may establish income ceilings higher or lower than 65 percent of the median income because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

**Renter:** A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payment of rent. (U.S. Census definition).

**Renter Occupied Unit:** Any occupied housing unit that is not owner occupied, including units rented for cash and those occupied without payment of cash rent.

**Secondary Housing Activity:** A means of providing or producing affordable housing -- such as rental assistance, production, rehabilitation or acquisition -- that will receive fewer resources and less emphasis than primary housing activities for addressing a particular housing need. (See also, "Primary Housing Activity".)

**Section 215:** Section 215 of Title II of the National Affordable Housing Act. Section 215 defines "affordable" housing projects under the Title II HOME Program.

**Service Needs:** The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other

services to prevent premature institutionalization and assist individuals to continue living independently.

**Severe Cost Burden:**

See [Cost Burden > 50%](#).

**Severe Mental Illness:**

A serious and persistent mental or emotional impairment that significantly limits a person's ability to live independently.

**Sheltered:**

Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor are its residents homeless.

**Short-Term Rent, Mortgage or Utility (STRMU):**

Short-term payments for rent, mortgage or utilities to prevent the homelessness of the tenant or mortgagor of a dwelling. Assistance is intended to benefit clients who are currently housed, but unable to meet their monthly housing expenses including utilities, due to unexpected situations. To be eligible for STRMU assistance, the client must first be eligible for HOPWA assistance. The person must, therefore, be HIV positive or have AIDS, and be low-income.

**Small Related Household:**

A household of two or four persons which includes at least two related persons.

**Special Needs Populations:**

The jurisdiction must estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, and any other categories the jurisdiction may specify and describe their supportive housing needs. In addition, HOPWA recipients must identify the size and characteristics of the population with HIV/AIDS and their families that will be serviced in the metropolitan area.

The jurisdiction can use Table 1B of their Consolidated Plan to help identify these needs. The plan must also describe, to the extent information is available, facilities and services that assist persons who are not homeless but require supportive housing, and programs for ensuring that person returning from mental and physical

health institutions receive appropriate supportive housing. If the jurisdiction plans to use HOME or other tenant based rental assistance to assist one or more of these subpopulations, it must justify the need for such assistance in the plan.

**Specific Housing Objectives**

Jurisdictions are encouraged to identify specific housing objectives that expand the supply of affordable housing, improve the quality of housing, and increase access to affordable housing for renters and owners through activities that provide for the production of new units, the rehabilitation of existing units, the acquisition of existing units, rental assistance, and homeownership assistance. Jurisdictions are also encouraged to identify specific objectives for increasing minority homeownership.

**Standard Condition:**

By state definition, dwelling units which pass the HUD Section 8 Housing Quality Standards; which contain enough bedrooms to accommodate the size of the immediate family of the homeowner; and do not contain defects, which could threaten the health or safety of the occupants.

**Strategic Plan:**

The jurisdiction must produce a strategic plan for a designated period that brings needs, priority needs, priorities, specific objectives, and strategies together in a coherent strategic plan. In identifying and describing its needs, the jurisdiction is encouraged to draw relevant information from previous submissions and other reports and studies, as appropriate. The strategic plan must be developed to achieve the following statutory goals, principally for extremely-low, low- and moderate-income residents:

- provide decent housing, and
- a suitable living environment, and
- expand economic opportunities.

**Substandard Condition And Not Suitable for Rehab:**

By local definition, dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation.

**Substandard Condition Suitable for Rehab:**

By local definition, dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction or minor livability problems or maintenance work.

**Substantial Amendment:**

The [citizen participation plan](#) must specify the criteria the jurisdiction will use for determining what changes in the jurisdiction's planned or actual activities

constitute a substantial amendment to the consolidated plan. It must include among the criteria for a substantial amendment changes in the use of CDBG funds from one eligible activity to another. The citizen participation plan must provide at least 30 days to receive comments on a substantial amendment before the amendment is implemented. The citizen participation plan shall require the jurisdiction to consider any comments or views of citizens received in writing, or orally at public hearings, if any in preparing the substantial amendment. A summary of these comments and a summary of any comments or view not accepted and the reasons therefore, shall be attached to the substantial amendment.

**Substantial Rehabilitation:**

Rehabilitation of residential property at an average cost for the project in excess of \$25,000 per dwelling unit.

**Supportive Housing:**

Housing, including Housing Units and Group Quarters that includes a supportive environment and a planned service component.

**Supportive Service Need in FSS Plan**

A plan that Public Housing Agencies administering a Family Self-Sufficiency program are required to develop to identify the services they will provide to participating families and the source of funding for those services. The supportive services may include child care; transportation; remedial education; education for completion of secondary or post secondary schooling; job training, preparation and counseling; substance abuse treatment and counseling; training in homemaking and parenting skills; money management, and household management; counseling in homeownership; job development and placement; follow-up assistance after job placement; and other appropriate services.

**Supportive Services Need in HOPWA Plan:**

Includes, but is not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, nutritional services, intensive care when required, and assistance in gaining access to local, State and Federal government benefits and services except that health services may not be provided to family members.

**Supportive Services:**

Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

<b>Technical Assistance:</b>	The <a href="#">citizen participation plan</a> must provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under the consolidated plan.
<b>Tenant-Based Rental Assistance (TBRA):</b>	<p>A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.</p> <p>Provides rental assistance to very low-income households of persons living with HIV/AIDS and their families through the HOPWA Program. It may include rental assistance for shared housing arrangements.</p>
<b>Total Vacant:</b>	Unoccupied year round housing units. (U.S. Census definition).
<b>Under Development:</b>	The number of funded shelter beds not ready for occupancy but under development.
<b>Unit of General Local Government (UGLG):</b>	A city, town, township, county, parish, village, or other general purpose political subdivision of a State; an urban county; and a consortium of such political subdivisions recognized by HUD in accordance with the HOME or the CDBG program.
<b>Unmet Need/Gap:</b>	The number of funded beds for the homeless determined to be the under need for each category.
<b>Unsheltered:</b>	Families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., the street, sidewalks, cars, vacant and abandoned buildings).
<b>Vacant Awaiting Occupancy or Held:</b>	Vacant year round housing units that have been rented or sold and are currently awaiting occupancy, and vacant year round housing units that are held by owners or renters for occasional use. (U.S. Census definition).
<b>Vacant Housing Unit:</b>	Unoccupied year round housing units that are available or intended for occupancy at any time during the year.
<b>Very Low Income:</b>	Under the CDBG program, a family whose income falls below thirty percent of the <a href="#">area median income</a> , while under the HOME program, it means a family whose income is between thirty and fifty percent of AMI as determined by HUD with adjustments for larger and smaller families, except that HUD may establish higher or lower income ceilings on the basis of its findings that

such variations are necessary because of prevailing levels of construction costs or [fair market rents](#), or unusually high or low family incomes.

**Worst-Case Needs:**

Unassisted, very low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (including homeless people) or have been involuntarily displaced.

**Year Round Housing Units:**

Occupied and vacant housing units intended for year round use. (U.S. Census definition). Housing units for seasonal or migratory use are excluded.