

GLOSSARY

Absorption: In portability (under subpart H of 24 CFR 982) – the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

Absent family member: A family member who is either temporarily away or permanently away for a variety of reasons including educational activities, placement in a foster care, employment, illness, incarceration, and court order.

Accessible: The facility or portion of the facility can be approached, entered and used by individuals with physical disability.

Adjusted Income: The family’s annual or monthly income, less allowable HUD deductions.

Adjusted Annual Income: The family’s annual income, less allowable HUD deductions.

Administrative fee: Fee paid by HUD to the PHA for administration of the program. See 24 CFR 982.152.

Administrative fee reserves (formerly “operating reserves”): The account established by a PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes. (See 24 CFR 982.155. Administrative fee reserves from FY 2004 to 2005 funding are further restricted to activities related to the provision of tenant-based rental assistance authorized under Section 8.

Administrative plan: The plan that describes PHA policies for administration of the tenant-based programs. The Administrative Plan and any revision must be approved the PHA’s board and included as a supporting document to the PHA Plan. See 24 CFR 982.54.

Admission: The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.

Amortization payment: In a manufactured home space rental, it is the monthly debt service payment by the family to amortize the purchase price of the manufactured home.

Annual Contribution Contract (ACC): The written contract between HUD and a PHA under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program.

Annual income: The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulation.

Applicant (applicant family): A family that has applied for admission to a program but is not yet a participant in the program.

Area Exception Rent: An amount that exceeds the published FMR. See 24 CFR 982.504(b).

“As paid” States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

Assets: Anything tangible or intangible that represent ownership of value that can be converted into cash (although cash itself is also considered an asset).

Auxiliary Aids: Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance.

Budget Authority: An amount authorized and appropriated by Congress for payment to HAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

Child: A member of the family other than the family head or spouse who is under 18 years of age.

Child care expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Citizen: A citizen or national of the United States.

Co-head: An individual in the household who is equally responsible for the lease with the head of household. A family may have a co-head or spouse but not both. A co-head never qualifies as a dependent. The co-head must have legal capacity to enter into a lease.

Common space: In shared housing, it is the space available for use by the assisted family and other occupants of the unit.

Computer match: The automated comparison of data bases containing records about individuals.

Confirmatory review: An on-site review performed by HUD to verify the management performance of a PHA.

Consent form: Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

Congregate housing: Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. A special housing type: see 24 CFR 982.606 to 982.609.

Contiguous MSA (Metropolitan Statistical Area): In portability (under 24 CFR 982), an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

Continuously assisted: An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under the 1937 Housing Act program when the family is admitted to the voucher program.

Contract: An agreement between two or more parties, one that is written and enforceable by law. (See Housing Assistance Contract).

Contract authority: The maximum annual payment by HUD to a PHA for funding increment.

Cooperative: Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: see 24 CFR 982.619.

Covered families: A statutory term for families who are required to participate in a welfare agency's economic self-sufficiency program, and who may be subjected to a welfare benefit sanction for noncompliance with this obligation. This includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship;
- The frequency of interaction between the persons involved in the relationship.

Dependent: A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability assistance expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Discretionary Policies: Policies that involve explicit actions designed to achieve specific goals.

Displaced family: A family in which each member, or whose sole member is a person displaced by government action, or a person whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal Disaster relief laws.

Domestic violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction.

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local laws.

Drug-related criminal activity: Activities relating to “the illegal manufacture, sale, distribution of a drug with the intent to manufacture, sell, distribute or use of the drug” [24 CFR 5 Part 5.100]

Drug-trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, or a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Economic self-sufficiency program: Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. It can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607 (d)); 24 CFR 982.5.603 (c).

Elderly family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly person: An individual who is at least 62 years of age.

Eligible family: A family that is income eligible and meets the other requirements of the Act and Part 5 of 24 CFR.

Eligible Non-citizen: Non U.S. Citizen eligible for assistance in accordance with 24 CFR Part 5, Subpart E.

Employer Identification Number (EIN): The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.

Evidence of citizenship or eligible status: The documents which must be submitted to evidence citizenship or eligible immigration status (see 24 CFR 5.508 (b)).

Extremely low income family: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustment for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of the median income if HUD finds such variations are necessary due to unusually high or low family incomes (24 CFR 5.603).

Facility: All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.

Fair Housing Act: Refers to Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

Fair Market Rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market areas to rent privately owned, existing, decent, safe, and sanitary rental housing

of modest (non-luxury) nature with suitable amenities. See period publications in the Federal Register in accordance with 24 CFR Part 888.

Family: Includes but is not limited to the following, and can be further defined in the PHA policy:

- A family with or without children (the temporary absence of a child from the home due to placement in foster care is considered in determining family composition and family size);
- An elderly family or a near-elderly family;
- A displaced family;
- The remaining member of a tenant family;
- A single person who is not an elderly or displaced person, or a person with disabilities or the remaining member of a tenant family.
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Family Rent to owner: In the voucher program, the portion of rent to owner paid by the family.

Family Self-sufficiency Program (FSS): The program established by the PHA in accordance with 24 CFR Part 984 to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family share: The portion of rent and utilities paid by the family. For calculation of family share, see 24 CFR 982.515 (a).

Family unit size: The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards.

Federal Agency: A department of the Executive branch of the Federal Government.

Foster Adult: Usually refers to a person with disabilities, unrelated to the family and is unable to live alone; and is under the care of the assisted family.

Foster Child: A child that is in the legal guardianship or custody of a State, County or private adoption or foster care agency.

Foster Child Care Payment: Payment to eligible households by state, local , or private agencies appointed by the State, to administer payments for the care of foster children.

Full-time Student: A person who is attending school or vocational training on a full time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended; 24 CFR 5.603).

Funding increment: Each commitment of budget authority by HUD to a PHA under the consolidated Annual Contributions Contract for the PHA Program.

Gross rent: The sum of the rent to owner plus any utility allowance.

Group home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). A special housing type – see 24 CFR 982.610 to 982.614.

Guest: is a person temporarily staying in the unit with the consent of a member of the household who has express or implied authority to so consent.

Handicap: Any condition or characteristic that renders a person an individual with handicaps.

HAP Contract: Housing assistance payments contract. A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Hearing Impaired: A person with a hearing disability.

Housing assistance payment (HAP): The monthly assistance payment by a PHA, which includes: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing Agency (HA): A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. ("PHA" and "HA" mean the same thing).

Housing Quality Standards (HQS): The HUD minimum quality standards for housing assisted under the voucher program.

HUD: The U.S. Department of Housing and Urban Development.

Immediate family member: A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood and marriage.

Imputed Asset: Asset disposed of for less than fair market value during two years preceding examination or re-examination.

Imputed Income: HUD passbook rate multiplied by the total cash value of assets. Calculation used when net family assets exceed \$5,000.

Imputed welfare income: An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.

Income: Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.

Income Information: means information relating to an individual's income, including:

- All employment income information known to current or previous employers or other income sources.
- All information about wages, as defined in the state's unemployment compensation law, including any Social Security Number; name of the employee; quarterly wages of the employee; and the name, full address, telephone number, and when known, Employer Identification Number of an employer reporting wages under a State unemployment compensation law.
- Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount the period received.
- Unearned IRS income and self-employment, wages and retirement income.
- Wages, social security, and supplemental security income data obtained from the Social Security Administration.

Income Limits: Income limits are used in determining if a family qualifies for assistance based on income threshold per bedroom size.

Individual with Disabilities or Handicap: Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Initial PHA: A portability term which (1) a PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and (2) a PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the HAP contract term.

Jurisdiction: The area in which the PHA has authority under State and local law to administer the program.

Landlord: Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

Lease: A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA.

Live-in Aide: A person who resides with one or more elderly persons, or near-elderly person, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the person or persons;
- Is not obligated for the support of the person or persons; and
- Would not be living in the unit except to provide the necessary supportive services.

Local Preference: A preference used by the PHA to select among applicant families.

Low Income Family: A family whose income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80 percent for area with unusually high or low incomes.

Mandatory Policies: Policies driven by legislation, regulations, current handbooks, notices, and legal opinions.

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS requirements. See Special Housing Types 24 CFR 982.622 and 982.624.

Manufactured home space: In a manufactured home space rental, it is the space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See 24 CFR 982.622 and 982.621.

Medical expenses: Medical expenses, including medical insurance premiums that are anticipated during the period for which annual income is computed, and that are not covered by insurance, (a deduction for elderly or disabled families only). These allowances are given when calculating adjusted income for medical expenses in excess of 3 percent of annual income.

Merger date: The date of October 1, 1999 when HUD merged the Section 8 Certificate and Voucher Programs into the current Housing Choice Voucher Program (HCV).

Minor: A member of the family household other than the family head or spouse, who is under 18 years of age.

Mixed family: A mix family refers to household whose members include those with U.S. citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Monthly adjusted income: Monthly adjusted income refers to the family's annual adjusted income divided by 12 (months).

Monthly income: The family's gross annual income divided by 12 (months).

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a U.S. territory or possession.

Near elderly family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Net family assets: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust family will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under 24 CFR 5.609.
- In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore. In case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measureable in dollar terms.

Noncitizen: A person who is neither a citizen nor a national of the United States.

Notice of funding availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

Office of General Counsel (OGC): The General Counsel of HUD.

Other adult: means a family member, other than head of household, spouse, or co-head, who is 18 years or age or older. Foster adults and live-in aides are not considered other adults in a “family”.

Owner: Any person or entity with the legal right to lease or sublease a unit to a participant.

Persons with Limited English Proficiency: Persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English and need information or language services in a language other than English.

PHA Plan: The Annual Plan and the 5-year plan as adopted by the PHA and approved by HUD.

PHA’s quality Control Sample: An annual sample of files or records drawn in an unbiased manner and reviewed by a PHA Supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see 24 CFR 985.3.

Physically Impaired: A person who has a condition that substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, and/or working.

Participant: A family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).

Payment standard: The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).

Persons with Disability: A person who has a disability as defined in 42 U.S.C. 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be a long-continued and indefinite duration substantially impedes the ability to live independently, and as is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means and “individual with handicaps” as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes).

Portability: Renting a dwelling unit with Section 8 housing choice voucher outside of the jurisdiction of the initial PHA.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

Private Space: In shared housing, this refers to the portion of a contract unit that is for the exclusive use of an assisted family.

Processing entity: This refers to the person or entity that, under any of the programs covered, is responsible for making eligibility and related determinations and any income re-examination. In the Section 8 program, the “processing entity is the “responsible entity”.

Project owner: The person or entity that owns the housing project containing the assisted dwelling unit.

Public Assistance: Welfare or other payments to families or individuals based on need, which are made under programs funded separately or jointly by Federal, state, or local governments.

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of entities that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Reasonable rent: A rent to owner that is not more than rent charged for (1) for comparable units in the private unassisted market; and (2) for comparable unassisted units in the premises.

Receiving PHA: In portability, this refers to a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family.

Recertification (Also Re-examination): The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported.

Remaining Member of Tenant Family: Person left in assisted housing who may or may not normally qualify for assistance on own circumstances (i.e., an elderly spouse dies leaving widow age 47 who is not disabled).

Rent to owner: The total monthly rent payable to the owner under the lease for the unit (also known as contract rent). Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.

Residency Preference: A PHA preference for admission of families that reside anywhere in a specific area, including families with a member who works or has been hired to work in the area (“residency preference area”).

Responsible entity: For the public housing and the Section 8 tenant-based assistance, project-based certificate assistance and moderate rehabilitation programs, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

Secretary: Refers to the Secretary of Housing and Urban Development (HUD).

Section 8: Refers to Section 8 of the U.S. Housing Act of 1937.

Section 8 covered programs: All HUD programs which assist housing under Section 8 of the 1937 Act including Section 8 assisted housing for which loans are made under Section 202 of the Housing Act of 1959.

Section 214: Section 214 of the Housing and Community Development Act of 1980, as amended.

Section 214 covered programs: The collective term for the HUD programs to which the restrictions imposed by Section 214 apply. These programs are set forth in 24 CFR 5.500.

Security Deposit: A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.

Set-up charges: In a manufactured home space rental, this refers to the charges payable by the family for assembling, skirting and anchoring the manufactured home.

Shared housing: When a unit is occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. See Special housing types under 24 CFR 982.615 to 982.618.

Single person: A person living alone or intending to live alone.

Single room occupancy housing (SRO): A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. See special housing types under 24 CFR 982.602 to 982.605.

Social Security Number (SSN): The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person’s earnings reported to the

Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.

Special admission: Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.

Special housing types: See subpart M of 24 CFR 982. Subpart M states the special regulatory requirements for SRO housing, congregate housing, group homes, shared housing, cooperative (including mutual housing), and manufactured homes (including manufactured home space rental).

Specified Welfare Benefit Reduction: Those referred to reductions of welfare benefits (for covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

Spouse: The marriage partner of the head of household.

Stalking: To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass or intimidate another person; and in the course of; or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

State Wage Information Collection Agency (SWICA): The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

Subsidy standards: Standards established by the PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension: Stopping the clock on the term of a family's voucher after the family submits a request for approval of tenancy. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extensions or suspension. This practice is also called "tolling".

Tenancy Addendum: Under the Housing Choice Voucher Program, this refers to the lease language required by HUD in the lease between the tenant and the landlord (owner).

Tenant: The person or persons (other than a live-in aide) who executes the lease as lease of the dwelling unit.

Tenant rent to owner: The tenant's share of the total rent paid to the owner.

Term of Lease: The amount of time a tenant agrees in writing to live in a dwelling unit.

Total Tenant Payment (TTP): The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

Unit: Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

Utility allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Reimbursement: In the HCV program, this refers to the portion of the housing assistance payment which exceeds the amount of rent to owner.

Utility hook-up charge: In a manufactured home space rental, this refers to the costs payable by the family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

Vacancy Loss Payment (Applies only to pre 10/2/95 HAP contracts in the Rental Certificate Program): When a family vacates its unit in violation of its lease, the owner is eligible for 80 percent of the contract rent for a vacancy period of up to one additional month (beyond the month in which the vacancy occurred) if he or she notifies the PHA as soon as he or she learns of the vacancy, makes an effort to advertise the unit and does not reject any eligible applicant except for good cause.

Very Low Income Family: A low-income family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the HCV program.

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (HCV program): A document issued by a PHA to a family selected for admission to the housing choice voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program.

Voucher holder: A family holding a voucher with an unexpired term (search time).

Voucher program: The Section 8 Housing Choice Voucher Program.

Waiting list admission: An admission into the Section 8 HCV Program from the PHA waiting list.

Welfare assistance: Income assistance from Federal or State welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care, or to the services for working families. FOR THE FSS PROGRAM (24 CFR 984.103 (b)), “welfare assistance” includes only cash maintenance payments from Federal or State programs designed to meet a family’s ongoing basic needs, but does not include food stamps, emergency rental and utilities assistance, SSI, SSDI, or Social Security.

Welfare-to-work (WTW) family: A family assisted by a PHA with voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WTW funding for the same purpose).