

STAFF REPORT



ITEM NO. 6

CITY OF OCEANSIDE

DATE: September 2, 2009

TO: Honorable Mayor and City Councilmembers
Chairman and Members of the Community Development Commission

FROM: Neighborhood Services Department

SUBJECT: **RESOLUTION APPROVING A REVISION TO THE SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN TO ADOPT A PREFERENCE FOR MOBILE HOME RENTAL ASSISTANCE PROGRAM (MRAP) PARTICIPANTS AND ASSOCIATED ACTIONS**

SYNOPSIS

Staff and the Housing Commission recommend that the Community Development Commission (CDC) adopt a resolution approving a revision to the Section 8 Housing Choice Voucher Administrative Plan to adopt a preference for MRAP participants with Housing Assistance Payments of \$400 or more. Staff also recommends that the CDC and the City Council approve a revision to the Mobile Home Rental Assistance Program (MRAP) funding source; authorize expenditure of funds received from San Diego Habitat for Humanity (Habitat) in an amount not to exceed \$135,000 for MRAP; and, appropriate funding in the amount of \$55,000 from funds received from Habitat and in the amount of \$30,000 from Section 8 Administrative Fee Reserves to the MRAP for July 2009 through June 2010.

BACKGROUND

The CDC currently administers the Mobile Home Rental Assistance Program (MRAP). The program was designed to assist 50 low-income elderly or disabled mobile home owners with space rent for five years, or until funding was no longer available. The program was approved by the Community Development Commission in March 2004; the program began assisting mobile home owners in June 2004. The CDC authorized the expenditure of up to \$800,000 in Section 8 Administrative Fee Reserves for the program. The City had accumulated more than \$800,000 in Reserves earned in previous years when administrative fees earned exceeded expenditures. Expenditures through June 30, 2009, were approximately \$535,033.

MRAP has assisted 71 Oceanside mobile home owners since its inception; many of the home owners have transitioned to the City's Section 8 Rental Assistance Program. There are currently 27 households being assisted. The monthly amount of assistance for the current participants ranges from \$118 to \$556, with an average of \$306. The average annual income of the participants is \$14,010.

Participants were advised and also signed a Certificate of Participation prior to being assisted stating, "the subsidy for any mobile home owner can be terminated at the sole option of the City if funding for MRAP is reduced or eliminated by the City for any reason". The City also entered into a Contract signed by the park owner and participant that states, "The PHA may terminate the MRAP contract if the PHA determines that available program funding is not sufficient to support continued assistance for families in the program." Therefore, the program can be terminated upon notice to the participants.

In addition, as a condition of receiving assistance, MRAP participants were required to apply for and maintain their place on the Section 8 waiting list. Applicants who applied through December 2004 have already been assisted or are in the eligibility determination process. Since no new vouchers have been awarded since the program's inception, the waiting period continues to grow.

In 2005, the Department of Housing and Urban Development (HUD), which provides funding for the Section 8 Program, revised the formula for determining administrative fees that are appropriated for program operations resulting in reduced administrative funding. The funding formula was revised again in 2008 and staff was hopeful that sufficient funding would be provided for program administration. However, administrative funding was prorated at 90-91 percent of the amount that Housing Authorities were eligible for under the funding formula.

On June 10, 2009, the City Council authorized the Mayor to execute an Amended and Restated Loan Agreement with Habitat. The Loan Agreement includes a Promissory Note signed by Habitat agreeing to pay the City 240 consecutive monthly principal payments of five thousand dollars each, beginning on the first day of the first full month following the first sale of a home. The City received the first payment on August 5, 2009.

ANALYSIS

Expenditures for the Section 8 Program are budgeted to increase 7.1 percent, a total of \$111,220, from Fiscal Year 2008-09 to 2009-10. HUD will prorate funding eligibility at approximately 91 percent again in Calendar Year 2009. Funding is based on the number of allocated vouchers under lease; for Calendar Year 2008, staff achieved a 99 percent lease-up rate. Staff estimates a shortfall of administrative funding in the amount of \$154,230 and anticipates the need to use Administrative Fee Reserves for program administration in Fiscal Year 2009-10.

Staff is recommending that the Habitat funds be utilized to administer the MRAP through the closeout of MRAP. MRAP will be terminated when all participants have either transferred to the Section 8 program or been terminated from MRAP for another reason as described in the program guidelines. It is estimated that all MRAP participants will transfer to the Section 8 program by June 30, 2012.

Staff is making the following recommendations related to the MRAP to conserve available Administrative Fee Reserves:

1. Effective January 1, 2010, revise the Section 8 Administrative Plan preferences to give a preference to MRAP households with a Housing Assistance Payment (HAP) of \$400 or more. Seven of the 27 currently assisted MRAP households fall into this category; these households would receive preference for immediate assistance. These are the most needy MRAP households with HAPs ranging from \$426 to \$556.
2. Fund the program in 2009-10 utilizing \$55,000 in Habitat funds and up to \$30,000 in Section 8 Administrative Fee Reserve funds. The first funding source will be the Habitat funds; however, if funds are insufficient, the Administrative Fee Reserve funds will be utilized. Fund MRAP utilizing Habitat funds in the amount of up to \$60,000 in 2010-11 and \$25,000 in 2011-12.
3. As of September 1, 2009, only conduct inspections of assisted mobile homes if the staff has reason to believe that the mobile home is not in decent, safe and sanitary condition.

FISCAL IMPACT

Utilization of another funding source, Habitat, to operate the Mobile Home Rental Assistance Program will allow the CDC to retain Administrative Fee Reserves to support staffing the Section 8 Program. If the MRAP is not altered to reduce participant assistance, the estimated expenditure for fiscal year 2009-10 is \$92,850. If the number of participants is reduced to 20 by revising the Administrative Plan, projected expenditures for MRAP are \$85,000 for Fiscal Year 2009-10.

This action establishes estimated revenue (1284.4368.0011 Other Agencies-Habitat) in the amount of \$55,000 as payments from Habitat and appropriates transfers to the MRAP (1284.6900 Transfers Out) and (1283.6800 Transfers In) of \$55,000 each and appropriates \$55,000 to MRAP (923475300283.5525). In addition, \$30,000 is appropriated from Administrative Fee Reserves (283.3100.0001) to MRAP for a total MRAP appropriation for Fiscal Year 2009-10 of \$85,000.

Habitat funds will be utilized to fully fund MRAP in Fiscal Years 2010-11 and 2011-12 in the amounts of \$60,000 and \$25,000 respectively. Estimated expenditures of the Habitat funds for the three fiscal years will not exceed \$135,000.

COMMISSION OR COMMITTEE REPORT

At its July 28, 2009 meeting, the Housing Commission unanimously recommended that the Community Development Commission approve a revision to the Section 8 Housing Choice Voucher Administrative Plan to utilize Habitat for Humanity funds and Section 8 Administrative Fee Reserves to fund the MRAP.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

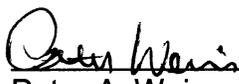
Staff and the Housing Commission recommend that the Community Development Commission (CDC) adopt a resolution approving a revision to the Section 8 Housing Choice Voucher Administrative Plan to adopt a preference for MRAP participants with Housing Assistance Payments of \$400 or more. Staff also recommends that the CDC and the City Council approve a revision to the Mobile Home Rental Assistance Program (MRAP) funding source; authorize expenditure of funds received from San Diego Habitat for Humanity (Habitat) in an amount not to exceed \$135,000 for MRAP; and, appropriate funding in the amount of \$55,000 from funds received from Habitat and in the amount of \$30,000 from Section 8 Administrative Fee Reserves to the MRAP for July 2009 through June 2010.

PREPARED BY:

SUBMITTED BY:



Angela Hanifin
Housing Program Manager



Peter A. Weiss
Executive Director

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Margery M. Pierce, Director, Neighborhood Services



Teri Ferro, Director, Financial Services



Attachments: Original MRAP Guidelines
CDC Resolution approving MRAP
Housing Commission Report
Resolution

CITY OF OCEANSIDE MOBILE HOME RENTAL ASSISTANCE PROGRAM

The City of Oceanside recognizes that the cost of rental housing has increased significantly in recent years, particularly impacting persons with disabilities and seniors living on fixed incomes. Federal funding for the Section 8 Housing Choice Voucher Program has been limited and in some years no new funding for rental assistance vouchers has been available. The average wait for assistance is currently four to five years.

There are nineteen mobile home parks within the city in which mobile home owners pay space rent to park owners. Approximately, 2,600 of the mobile homes are owner-occupied. According to data obtained from the San Diego Association of Governments, 358 of the mobile home households are in the extremely low-income category, at or below 30 percent of the county median income (per household size). Another 526 households have very-low incomes between 30 and 50 percent of the county median income.

Base rents range from \$180 to \$376 per month; most mobile home owners are also responsible for all utilities, including gas, electric, water, sewer and trash. Using the Section 8 utility allowances, the average gross rent (rent plus utilities) is approximately \$480.

The City's Housing Choice Voucher Program provides rental assistance to mobile home owners for space rent. Forty-three mobile home owners currently receive Section 8 Rental Assistance benefits.

A. PROGRAM COSTS

The City currently has \$876,527 in Administrative Fee Reserves on deposit with HUD that may be used for other housing purposes if approved by the Community Development Commission. The calculation of the amount of assistance will be the same as that used in the Housing Choice Voucher Program. If the Mobile Home Rental Assistance Program (MRAP) assists households at or below 50% of the County Median Income, the subsidy will be an average of \$200 monthly.

If the CDC assisted 50 households for a five-year period, the total cost would be approximately \$636,600. This estimate is based on a 3 percent increase in the subsidy amount annually. Exact costs will be determined by household income, rent increases, payment standards and utility allowances. Program attrition will allow new households to be added to the program in the first two years only. All MRAP participants will be provided with applications for the Housing Choice Voucher Program and advised that continued assistance under the MRAP program is subject to additional funding being allocated beyond five years. Staff will monitor costs to ensure that enough funding is available to continue MRAP.

Administrative costs will be approximately \$52,000 for a five-year period, based on employing a Housing Technician ten hours per week.

B. MRAP DESIGN

The MRAP is modeled after (but not identical to) the HUD-funded Section 8 Housing Choice Voucher Program currently administered by the CDC. The CDC will make payment of rental assistance by check mailed directly to the mobile home park owner each month on behalf of the eligible mobile home owner.

Certain procedures and requirements used in the Housing Choice Voucher program will also be used for the MRAP, because they work well and their use would not require any training. These include the manner in which mobile home owner eligibility is determined and the annual recertification processing.

1. Eligible Mobile Home Owners and Mobile Home Owner Selection

Eligible mobile home owners are households in which the head or spouse is elderly (age 62 or over) or is a person with disabilities (using the HUD Section 8 definition), whose income is no more than 50 percent of the county median income, adjusted for household size, as determined in the same manner as for the Housing Choice Voucher Program. Total assets of eligible mobile home owners, excluding the mobile home, must not exceed \$25,000.

The CDC will take applications specifically for MRAP assistance. It is anticipated that the MRAP waiting list will be open for a thirty-day period initially. The waiting list may be reopened if additional funds are allocated. Mobile home owners already on the Housing Choice Voucher (HCV) waiting list will have preference for participating in the MRAP, according to date and time of the application. Such mobile home owners will retain their place on the HCV list while receiving the MRAP subsidy, and if a voucher became available to them while they were receiving the MRAP subsidy, they will be switched. Mobile home owners with a history of drug abuse, criminal activity and/or evictions determined to be caused by the mobile home owner will not be eligible. HCV policies regarding denial of assistance will be used during the eligibility process.

Continuing eligibility for the MRAP will be recertified each year. If applicable, the mobile home owner's subsidy will be adjusted.

2. Eligible Housing Units

An eligible housing unit is any mobile home on a permanent foundation in the City of Oceanside. Since the MRAP is locally funded, portability of assistance to jurisdictions of other housing authorities is not permitted.

Before a MRAP Subsidy Contract is signed between the park owner and the CDC, the mobilehome (including the land) must pass a Housing Quality Standards inspection conducted by CDC staff. The mobile home will be inspected annually.

In accordance with applicable local, state and federal requirements, units that are overcrowded as shown below (i.e. occupied by more than two persons per bedroom plus two additional persons) are not eligible.

<u>Number of Bedrooms</u>	<u>Maximum Number of Persons</u>
One	Four
Two	Six
Three	Eight
Four	Ten

3. Subsidy Amount

The subsidy is determined using the same calculation method, payment standards and utility allowances used for the Housing Choice Voucher Program. The CDC will pay the subsidy directly to the mobile home park owner each month.

4. Limitation of Subsidy

It is estimated that funding will be available for 50 mobile home owners for five years. HOWEVER, THE SUBSIDY FOR ANY MOBILE HOME OWNER CAN BE TERMINATED AT THE SOLE OPTION OF THE CDC IF FUNDING FOR THE MRAP IS REDUCED OR ELIMINATED BY THE CDC FOR ANY REASON.

5. Termination of Assistance

A mobile home owner's assistance on the MRAP can be terminated by the CDC for serious or repeated minor or major violations of the lease and MRAP requirements. Other grounds for termination of assistance include engaging in any violent or drug-related criminal activity by any family member.

6. Maximum Rent

There is no maximum space rent. The mobile home owner will pay any rental amount in excess of the Maximum Subsidy to the park owner. The CDC will not guarantee this additional rent to the park owner.

7. Payment of Damage Claims and Rent Loss

The CDC will not pay the mobile home park owner either damage claims or vacancy losses. The mobile home owner's security deposit will be expected to

cover such losses as it does in non-subsidized tenancies. The park owner is permitted to collect a security deposit from the mobile home owner in the same amount s/he would have collected from a non-assisted mobile home owner.

8. Subsidy Approval

A mobile home owner has 30 days from being notified by the CDC of eligibility in which to submit a Request for Subsidy Approval to the CDC. After 30 days, at the sole option of the CDC, the mobile home owner can be dropped from eligibility for the MRAP and the subsidy assigned to another mobile home owner. A mobile home owner can receive an additional thirty days if third-party documentation is submitted that the request is necessary for reasonable accommodation or another situation out of control of the family (such as illness or hospitalization).

9. Lease Provisions

The CDC will accept the lease agreement in place.

10. Mobile home Park Owner Participation

The CDC will enter into a MRAP Contract (provided by the CDC) with the mobile home park owner for payment of the subsidy. The CDC may disapprove a park owner's participation in the program if the park owner is subject to any federal sanctions, such as debarment, suspension or denial of participation and the CDC has been informed of the outstanding sanction. Mobile home park owners may also be disapproved for drug activity, a history of housing code violations and the commission of fraud, bribery or other corrupt or criminal act in connection with a federal, state, or local housing program.

RESOLUTION NO. 04-R175-3

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE AUTHORIZING THE ADMINISTRATION OF THE MOBILE HOME RENTAL ASSISTANCE PROGRAM AND AUTHORIZING EXPENDITURE OF THE SECTION 8 ADMINISTRATIVE FEE RESERVE NOT TO EXCEED \$800,000 FOR THIS PURPOSE

WHEREAS, the Community Development Commission (CDC) of the City of Oceanside has researched the need for rental assistance to extremely low- and very low-income mobile home owners in mobile home parks, and

WHEREAS, there are 358 extremely low-income and 526 very low-income mobile home owner households in Oceanside, and

WHEREAS, the CDC's Housing Element, which will expire on June 30, 2004, states that the CDC will provide affordable units to very low and low-income households, and

WHEREAS, a mobile home rental assistance program will assist the CDC in meeting the affordable housing goals in the Housing Element, and

WHEREAS, a mobile home rental assistance program will provide affordable units quickly and cost effectively, as mobile home owners will be subsidized in their current units at a substantially lower cost than other types of rental assistance programs, and

WHEREAS, U.S. Department of Housing and Urban Development (HUD) regulations allow Housing Authorities to use Section 8 Administrative Fee Reserves for other housing purposes, and

WHEREAS, the CDC has \$876,527 in Section 8 Administrative Fee Reserves on deposit with HUD, and

WHEREAS, the expenditure of Section 8 Administrative Fee Reserves not to exceed \$800,000 to administer the Mobile Home Rental Assistance Program is necessary and reasonable for other housing purposes consistent with the CDC's authority under State and local law.

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1 NOW, THEREFORE, the Community Development Commission of the City of Oceanside
2 does resolve as follows:

- 3 1. The Mobile Home Rental Assistance Program is hereby approved.
4 2. The Community Development Commission is authorized to expend no more than
5 \$800,000 of Section 8 Administrative Fee Reserves to operate the program.

6 PASSED AND ADOPTED by the Community Development Commission of the City of
7 Oceanside, California, this 17th day of March, 2004, by the following vote:

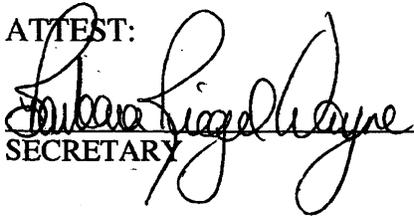
8 AYES: JOHNSON, CHAVEZ, FELLER, SANCHEZ, WOOD

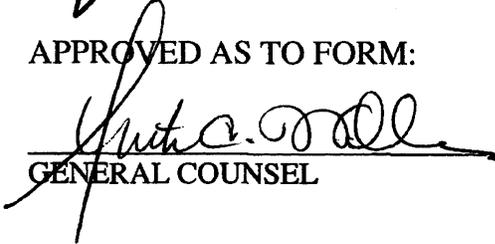
9 NAYS: NONE

10 ABSENT: NONE

11 ABSTAIN: NONE

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14 CHAIRMAN

15 ATTEST:
16 
17 SECRETARY

18 APPROVED AS TO FORM:
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20 GENERAL COUNSEL

OCEANSIDE HOUSING COMMISSION REPORT

TO: COMMUNITY DEVELOPMENT COMMISSION
FROM: HOUSING COMMISSION
RE: MRAP PROGRAM FUNDING
DATE: JULY 28, 2009

THE HOUSING COMMISSION RECOMMENDS THAT THE COMMUNITY DEVELOPMENT COMMISSION APPROVE A REVISION TO THE SECTION 8 HOUSING VOUCHER PLAN TO UTILIZE HABITAT FOR HUMANITY REPAYMENT FUNDS AND SECTION 8 ADMINISTRATION FEES TO FUND THE MRAP PROGRAM 09/10.

CAMP	YES
CHRISTY	YES
COOPER	YES
FARMER	ABSENT
HUSKEY	YES
PARKER	YES
SORENSEN	YES

ALTERNATE

SAIZ	ABSENT
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RESOLUTION NO. _____

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE APPROVING THE REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADOPTING A PREFERENCE FOR MOBILE HOME RENTAL ASSISTANCE PROGRAM (MRAP) PARTICIPANTS WITH HOUSING ASSISTANCE PAYMENTS OF \$400 OR MORE

WHEREAS, the Community Development Commission (CDC) ("Housing Authority") of the City of Oceanside administers a Section 8 Housing Choice Voucher Program consisting of approximately 1,500 vouchers;

WHEREAS, the Department of Housing and Urban Development (HUD) requires Housing Authorities to submit an Administrative Plan that outlines general program administration;

WHEREAS, Department of Housing and Urban Development (HUD) regulations require that Housing Authorities include their policies regarding selection and admission of applicants from the waiting list and Housing Authority preferences for assistance in their Section 8 Administrative Plan;

WHEREAS, federal regulations provide that the Administrative Plan and any revisions of the plan must be formally adopted by the Board of Commissioners of the Housing Authority.

WHEREAS, the CDC adopted a resolution in 2004 authorizing a Mobile Home Rental Assistance Program funded by Section 8 Administrative Fee Reserves to assist low-income mobile home owners with their space rents until a given participant's name is reached on the Section 8 waiting list;

WHEREAS, approximately 27 households were participating in the MRAP in July 2009;

WHEREAS, administrative funding for the Section 8 program has decreased since 2005 and the Administrative Fee Reserves are needed for administrative expenses;

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WHEREAS, the CDC wishes to revise the Section 8 Administrative Plan to adopt a preference effective January 1, 2010 for MRAP participants who were eligible for a Housing Assistance Payment of \$400 or more as of June 1, 2009;

NOW, THEREFORE, the Community Development Commission of the City of Oceanside does resolve as follows:

The revised Section 8 Housing Choice Voucher Administrative Plan is approved.

PASSED AND ADOPTED by the Community Development Commission of the City of Oceanside, this ____ day of _____, 2009, by the following vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

CHAIRMAN

ATTEST:

APPROVED AS TO FORM:

SECRETARY

Bryan D. Hamilton, ASST.

GENERAL COUNSEL

until the applicant's name comes up for certification from the waiting list. In the event there are two or more eligible applicant families with identical preference status, the one with the earliest date of placement on the waiting list will be selected first. It is the responsibility of an applicant to update their application as key information changes.

The waiting list will be maintained by application date and local preference. The HA will accept applications from apparently eligible citizens and eligible lawful residents who are very low-income single persons, families, elderly, handicapped and disabled. The date and time of the applicant information will be recorded when the pre-application is received by the HA. After placement on the waiting list, a letter of confirmation will be sent to the applicant. The letter of confirmation will also advise the applicant to notify the HA, in writing, of any changes in address, income, household composition, or any other changes that may effect eligibility for a local preference.

C. Waiting List Purge

Periodically, the HA may purge its waiting list. An applicant will be mailed a notification requesting an update in information and interest in remaining on the waiting list. The HA will withdraw an applicant's application from the waiting list when:

1. The applicant does not respond to HA requests for information or updates.
2. The applicant refuses an offer of assistance under the Housing Choice Voucher program.
3. The HA has information establishing fraud on the part of the applicant. HA will notify applicant of intention to remove name from waiting list.
4. Based on updated information, the applicant is determined ineligible. HA will notify applicant of intention to remove name from waiting list.
5. The applicant requests removal of their application from the waiting list.

D. Admission Preferences for Selection of Applicants

Single Elderly, Disabled, Displaced Person. A single person who is elderly, disabled or displaced is selected or assisted before a single person who is not elderly, disabled or displaced.

Local Preferences. The City of Oceanside has established local preferences. An applicant who is a resident of or employed within Oceanside will have preference over an applicant who is not a resident or is not employed in Oceanside. Applicants may also be eligible for the following local preferences in the following order:

1. **PARTICIPANTS IN THE MOBILE HOME RENTAL ASSISTANCE PROGRAM (MRAP) ELIGIBLE FOR HOUSING ASSISTANCE PAYMENTS OF MORE THAN \$400 AS OF JUNE 1, 2009. THIS PREFERENCE SHALL BE EFFECTIVE JANUARY 1, 2010 AND SHALL NO LONGER EXIST WHEN THE MRAP HAS BEEN TERMINATED.**
2. Displaced by government action or Natural Disaster.
3. Veteran's preference. A head of household or spouse who has been discharged from military service under honorable or general (except dishonorable) conditions, or a spouse of a deceased veteran will have preference over non-veterans who submitted applications during the same calendar year (January-December).

Income Targeting. In accordance with HUD's mandate to admit 75% of applicants at 30% of median income, the HA will give a preference to applicants with incomes at or below 30% of the county median income (by household size) when the admit percentage falls below an acceptable level. Applicants with incomes above 30% of the county median income will be placed back on the waiting list until the

percentage of admissions reaches the acceptable level.

E. Order of Waiting List Selection

Applicants will be selected from the waiting list in accordance with the date and time of application and taking into consideration the preferences that they are entitled to. Selection of applicants will be made in the following order:

Applicant resides or is employed in Oceanside:

1. MRAP PARTICIPANT ELIGIBLE FOR HAP OF \$400 OR MORE IN JUNE 2009
2. DISPLACED BY GOVERNMENT ACTION OR NATURAL DISASTER
3. HEAD OF HOUSEHOLD OR SPOUSE IS A VETERAN
4. ALL OTHER APPLICANTS

Applicant does not reside or is not employed in Oceanside:

1. DISPLACED BY GOVERNMENT ACTION OR NATURAL DISASTER
2. HEAD OF HOUSEHOLD OR SPOUSE IS A VETERAN
3. ALL OTHER APPLICANTS

IV. DETERMINATION OF APPLICANT ELIGIBILITY

A. Eligible Lawful Resident

In accordance with Section 214 of the Housing and Community Development Act of 1980, as amended, the Secretary of the U.S. Department of Housing and Urban Development (HUD) and HA's are prohibited from making financial assistance available to persons other than United States citizens, nationals, or certain categories of eligible non-citizens in HUD's Public Housing and the Section 8 Housing Assistance Payments (HAP) programs.

B. Family Definition/Composition

1. A "family" may be a single person or two or more persons who share residency and whose combined income and resources are used to determine financial eligibility.
2. A "family" includes a family with a child or children.
3. A "family" may be a group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides.
4. A "family" may be a single person.
5. A single person may be:
 - a. an elderly person;
 - b. a displaced person;
 - c. a disabled person; or
 - d. any other single person, such as the remaining member of an assisted family.

A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

C. Continuously Assisted

An applicant is continuously assisted, under the 1937 Housing Act, if the family is already receiving