

Part E

Pre-Occupancy Briefing

1. Unit Offers

HUD Regulations – 24 CFR 882.514

Family participation.

(c) Owner Selection of Families. All vacant units under Contract must be rented to Eligible Families referred by the PHA from its waiting list. However, if the PHA is unable to refer a sufficient number of interested applicants on the waiting list to the Owner within 30 days of the Owner’s notification to the PHA of a vacancy, the Owner may advertise or solicit applications from Low-Income Families and refer such Families to the PHA to determine eligibility. Since the Owner is responsible for tenant selection, the Owner may refuse any family, provided that the Owner does not unlawfully discriminate. However, the owner must not deny program assistance or admission to an applicant based on the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for assistance or admission. Should the Owner reject a Family, and should the Family believe that the Owner’s rejection was the result of unlawful discrimination, the Family may request the assistance of the PHA in resolving the issue. If the issue cannot be resolved promptly, the Family may file a complaint with HUD, and the PHA may refer the Family to the next available Moderate Rehabilitation unit.

AHFC Policy

NeighborWorks Alaska is responsible for maintaining a waiting list and selecting families in accordance with its tenant selection plan.

2. Pre-Occupancy Briefing

HUD Regulations – 24 CFR 882.514

Family participation.

(d) Briefing of Families.

(1) When a Family is initially determined to be eligible for housing assistance payments or is selected for participation in accordance with this section, the PHA must provide the Family with information as to the Tenant Rent and the PHA’s schedule of Utility Allowances. Each Family must also, either in group or individual sessions, be provided with a full explanation of the following:

- (i) Family and Owner responsibilities under the Lease and Contract;
- (ii) Significant aspects of the applicable State and local laws;
- (iii) Significant aspects of Federal, State and local fair housing laws;

- (iv) The fact that the subsidy is tied to the unit and the Family must occupy a unit rehabilitated under the Program;
 - (v) The Family's options under the Program should the Family be required to move due to an increase or decrease in Family size; and
 - (vi) The advisability and availability of blood lead level screening for children under 6 years of age and HUD's lead-based paint requirements in part 35, subparts A, B, H, and R of this title.
- (2) For all Families to be temporarily relocated, the briefing must include a discussion of the relocation policies.

AHFC Policy

NeighborWorks Alaska is responsible for performing the pre-occupancy briefing for eligible families.

3. Occupancy Standards

HUD Regulations – 24 CFR 882.509

Overcrowded and under occupied units.

If the PHA determines that a Contract unit is not decent, safe, and sanitary by reason of increase in Family size, or that a Contract unit is larger than appropriate for the size of the Family in occupancy, housing assistance payments with respect to the unit will not be abated; *However*, the Owner must offer the Family a suitable alternative unit should one be available and the Family will be required to move. If the Owner does not have a suitable available unit, the PHA must assist the Family in locating other standard housing in the locality within the Family's ability to pay and require the Family to move to such a unit as soon as possible. In no case will a Family be forced to move nor will housing assistance payments under the Contract be terminated unless the Family rejects without good reason the offer of a unit which the PHA judges to be acceptable.

AHFC Policy

1. NeighborWorks Alaska will establish the occupancy standard for the Adelaide Building.
2. As this is a building containing only single room occupancy (SRO) units, the Owner is not required to find alternate units for families exceeding the occupancy standard.
3. AHFC will not find the family alternate housing if the family size exceeds the unit size as AHFC does not have any other S8 Moderate Rehabilitation units.

Numbered Memo

21-15 Adelaide Administrative Plan Updates