



Consent 3

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

October 19, 1981

Housing Authority of the
City of Sacramento
Sacramento, California

CITY MANAGER'S OFFICE
RECEIVED
OCT 21 1981

Honorable Members in Session:

SUBJECT: Section 8 Existing Housing Program - HUD Annual Review and Agency Response

SUMMARY

Attached as Exhibit "A" is a copy of the Department of Housing and Urban Development (HUD) report of findings during their annual review of the Agency's Section 8 Existing Housing Program; and Exhibit "B", the Agency's response to the HUD findings.

BACKGROUND

During the month of June, 1981, HUD staff conducted an annual review of the Agency's Section 8 Existing Housing Program to determine compliance with requirements of the Annual Contributions Contract (ACC), Department of Housing and Urban Development regulations and the Agency's Administrative Plan.

A physical inspection of twenty-two (22) dwelling units was made by HUD and Agency staff. Ten of the twenty-two dwellings inspected were found to have physical exceptions. Generally, these exceptions covered painting, carpet work and some hardware replacement. Some of the physical exceptions were not present at the time of the original Agency inspection, and in fact, occurred after the resident was housed. Other findings, i.e., T/P valve (pressure release valve on the hot water-heater) are part of new HUD housing quality standards that the Agency did not (with HUD approval) put into effect until April 15, 1981. Contact has been made with property owners and the correction of all findings has begun. An ongoing training program has been developed to keep Agency inspection staff aware of inspection procedures.

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

OCT 27 1981

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
Page Two

October 19, 1981

As part of the financial review, HUD staff found the Agency's Finance Department to be practicing sound accounting procedures by maintaining books current and information accessible.

During the occupancy portion of the review, HUD staff examined twenty-two (22) tenant family files and found them to be accurate and in very good order. The one exception noted has been corrected. Agency staff is now in the process of updating rent reasonableness as suggested by HUD staff.

Overall, the HUD review of the Section 8 Existing Housing Program was extremely positive and that the Agency has a 'good operation'.

FINANCIAL DATA

There is no financial impact as a result of this matter.

RECOMMENDATION

The staff recommends the receipt and filing of this report.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slupe
WALTER J. SLUPE, City Manager

EXHIBIT A



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SACRAMENTO SERVICE OFFICE
546 DOWNTOWN PLAZA - SUITE 250
MAILING ADDRESS: P.O. BOX 1978
SACRAMENTO, CALIFORNIA 95809

June 30, 1981

REGION IX

IN REPLY REFER TO:
9. 8FTMA
Farwell/440-2764
(104)

William H. Edgar
Interim Executive Director
Sacramento Housing and
Redevelopment Agency
P. O. Box 1834
Sacramento, CA 95809

RECEIVED

Sacramento Housing &
Redevelopment Agency

Dear Mr. Edgar:

Members of my staff have recently conducted an Annual Review of your Section 8 Existing Housing Program. A report of the findings and recommendations is attached to this letter. This review was conducted to determine your compliance with the requirements of the Annual Contributions Contract, the Department of Housing and Urban Development regulations, and your Administrative Plan.

This review covered, but was not limited to the following areas: Your leasing status, rent reasonableness documentation, verification of income, screening of applicants, evictions, terminations of assistance, the HAP register, Utility Allowances, Housing Quality Standards, and quality control of HQS inspections.

Generally, the Housing Authority has a good operation. There were, however, some deficiencies noted that require corrective actions. Implementation of the recommendations contained in this report should improve and provide for a more efficient management operation.

We request that you provide us with a written response within thirty days from receipt of this report. Your response should be in terms of actions and dates that such actions were taken in regard to each recommendation. We welcome any views or comments you may have relative to this report.

We wish to express our appreciation to you and your staff for the cooperation extended during this review. If you have any questions concerning the review or the report please contact your Housing Management Officer, Carol Farwell, at the above number.

Sincerely,

Paul A. Pradia
Deputy Supervisor
Housing Management

A

Part I - Housing Quality Standards

Twenty-two dwelling units were physically inspected against the Housing Quality Standards. The following list indicates the units with items which received failing ratings. Also listed are the failing item numbers, types of violations, and recommended corrective actions.

Item # Reason for "Fail" Rating and Recommendation

2248 Grand Avenue

1.7 Wall Condition

Two holes were noted near entry doors.
Recommendation: Repair damaged areas with plaster.

3600 Morse Avenue

3.9 and 6.6 Lead Paint

Peeling paint on bathroom ceiling and exterior building siding.
Recommendation: Remove all loose paint and repaint with two coats of latex.

2619 "T" Street

6.3 Roof

Evidence of roof leak in bedroom.
Recommendation: Repair roof leak.

4.6 Ceiling

Bedroom ceiling has been cut open to investigate roof leak.
Recommendation: Repair hole to match existing ceiling surface.

3.12 Tub or Shower

Tub faucet is inoperative.
Recommendation: Repair tub faucet.

7872 Deerhaven

6.4 Condition of Exterior Surfaces

Broken concrete area at the driveway presents a tripping hazard.
Recommendation: Remove the broken concrete and repour the damaged area.

Item #

Reason for "Fail" Rating and Recommendation

2100 Florin Road

6.6 Lead Paint

Peeling exterior paint.
Recommendation: Remove all scaling paint.
Repaint with two coats of exterior latex enamel.

4.8 Floor

Torn seam in bedroom carpet.
Recommendation: Patch worn carpet to match existing.

2500 24th Avenue

7.4 Water Heater

No T. & P. valve.
Recommendation: Install a T. & P. valve and discharge line.

4320 48th Street

1.8 Floor Condition

Carpet is worn and loose edges present a tripping hazard.
Recommendation: Replace worn carpeting.

4.4 Security

Bedroom windows have no locks.
Recommendation: Install window locks.

4.5 Window

Broken window.
Recommendation: Replace broken pane.

6.6 Lead Paint

Peeling paint on exterior surface.
Recommendation: Remove loose and scaling paint. Repaint with two coats of latex enamel.

7.4 Hotwater Heater

No. T. & P. valve.
Recommendation: Install T. & P. valve and discharge line.

3503 7th Avenue

6.6 Lead Paint

Peeling paint on porch.
Recommendation: Remove all loose and scaling paint. Repaint with two coats of exterior latex enamel.

7.1 Heating Equipment

Wall furnace is old and not operating properly.
Recommendation: The wall furnace should be replaced.

7.4 Water Heater

No. T. & P. Valve.
Recommendation: Install T. & P. valve and discharge line.

Item #

Reason for "Fail" Rating and Recommendation

2567 17th Street

7.4 Hot Water Heater

No T. & P. valve.

Recommendation: Install T. & P. valve and discharge line.

6.4 Condition of Exterior Surfaces

Surfacing tree roots have caused an exterior concrete walkway to heave in three locations, resulting in a tripping hazard.

Recommendation: Install a fillet of epoxy concrete or asphalt along the heaved edge.

7741 Vallecitas Way

6.6 Lead Paint: Exterior Surfaces

Peeling paint on exterior surface.

Recommendation: Remove loose and scaling paint. Paint exterior with two coats of latex enamel.

The absence of T. & P. valves on hot water heaters has become more noticeable since the new unit inspection forms have come into use. As a result, we urge that your inspectors take every opportunity to check for this item.

Quality Control of HOS Inspections

The Housing Authority is not currently performing the required internal quality control reinspections to insure that PHA inspectors are adhering to the Housing Quality Standards. In accordance with Handbook 7420.7, Paragraph 5-12, the reinspection by a supervisor of five percent of the approved units is required, with a larger sample used if inconsistencies are found.

Part II - Financial Review

The financial portion of the Sacramento Housing and Redevelopment Agency Section 8 Review includes an examination of the proposed Leasing Schedule compared with actual units leased; a review of accounting procedures, including an examination of Voucher Checks, Disbursement Ledger, Housing Assistance Payments (HAP) Register and Accountability of Preliminary Costs; a spot check of HAP contracts and payments; and the adequacy of insurance coverage.

Aside from the City and County Section 8 Existing Programs, the State of California's Section 8 Aftercare program was also reviewed. Both the City and County have signed Annual Contribution Contracts for Section 8 Moderate Rehabilitation programs. At the date of the review no payments had been made to the agency for its Moderate Rehabilitation programs and consequently a limited review was covered for these programs.

The Agency's Accounting Department exhibits extremely sound accounting procedures. Books of account were current, internal controls were sound, and information was easily obtained. A portion of the financial records are maintained on computer with progress being made to convert more. Financial management is evident in regularly held group meetings with department heads to monitor spending and plans. The Accounting Department furnishes detailed progress reports for these meetings.

The HAP Register shows 1,177 units leased on April 30, 1981. This is 73% of the 1,613 available per ACC.

The only matter requiring corrective action is the signing of a depository agreement with River City Bank for the County Section 8 Program.

A copy of the signed depository agreement will be satisfactory response to the review.

Part III - Occupancy

For the occupancy portion of this review, we reviewed the procedures regarding certification of eligible families, income verification procedures, rental and utility allowance computations, Fair Market Rents and bedroom size designations, Rent Reasonableness determinations, reexamination procedures, completion of required forms, and 30% occupancy by Very-Low Income families. The files of twenty-two tenant families were examined in depth.

The tenant files reviewed appeared to be accurate, thorough and in very good order, with the exception of the one error recorded on the enclosed Tenant/Owner Document Review Record sheet. Please make the appropriate correction.

The following is our only finding regarding your occupancy operation:

Rent Reasonableness

The PHA must certify and document that the Contract Rent for each unit for which a lease has been approved is: (1) reasonable in relation to rents currently being charged for comparable units in the private unassisted market, and (2) not in excess of rents currently being charged by the owner for comparable unassisted units. None of the files reviewed contained this completed documentation. We refer you to Handbook 7420.7, Exhibit 6-3 for a suggested format for this certification and recommend that you furnish each tenant file with this specific documentation.

APPENDIX 1

Tenant Name Pauline B. Hill Proj. No. CA 39 E-005-0
 Tenant Address 2815 D St. S.W. R.A.P. Cont. 0018 D-4E
1-1-62

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

Adm. Date Appl. 6/18/78 Admitted 1/1/80

SECTION 8 R.A.P. PROGRAM - EXISTING HOUSING
 TENANT/OWNER DOCUMENT REVIEW RECORD

Reexam. Date of Last 4/1/81 Prev.

Reviewer Carl A. Jones Date 1/5/81

A. APPLICATION - HUD-52659	Yes	No	REVIEWER'S NOTES
1. Family Composition: Head <u>11</u> <u>12</u> <u>13</u> <u>14</u> <u>15</u> <u>16</u> <u>17</u> <u>18</u> <u>19</u> <u>20</u>			
2. Assets: <u>0</u>			
3. Anticipated Annual Income..... Total <u>\$5064</u> a. Amt. of Income from Assets (if any)..... <u>\$0</u> b. Each type of Income vfd. & properly computed.....			
4. Eligibility: Family is Eligible..... a. Eligibility Income..... <u>\$5064</u> b. Family qualifies as: Lower Income Family..... Very Low Income Family.....			
5. Allowances..... Total <u>0</u> a. Allowances verified as nec. & properly computed.....			
6. Income After Allowances..... <u>5064</u>			
7. Gross Family Contribution..... <u>\$707</u> a. GFC based on: 15% of Annual Income..... 25% of Income After Allowances.....			<u>5064 - 43 = 106</u>
B. CERTIFICATE OF PARTICIPATION - HUD-52578			
1. Certificate is Complete and Accurate..... a. Date Issued: <u>3/14/80</u> b. Unit Size: <u>1</u> c. Fair Market Rent: <u>\$216</u>			
C. REQUEST FOR LEASE APPROVAL - HUD-52517A AGENCY DETERMINATION - HUD-52517B			
1. Is Request complete in regard to: Utility Combination..... Most Recent Rent Charged..... Dates and Signatures of Both Parties..... a. Unit Size: <u>1</u> b. Contract Rent: <u>\$192</u>			
2. Date Unit Inspected by Family & Owner: <u>4/1/81</u>			
3. Date Unit Inspected by PHA: <u>4/1/81</u>			
4. Agency Determination Form properly executed, signed and dated.....			
D. RENT REDUCTION CREDIT - HUD-52674			
1. Allowance for Tenant-Supplied Utilities & Services: <u>\$27</u>			
2. Net Family Contribution properly computed.....			
3. Housing Assistance Payment properly computed.....			<u>512 378</u>
E. TENANT/OWNER LEASE R.A.P. CONTRACT (PARTS I & II) - HUD-52535A 6/8			
1. Required Provisions included and Prohibited Provisions excluded from the Lease.....			
2. Amount of Security Deposit Required: <u>\$44</u>			
3. Lease Properly Executed and Signed.....			
4. Lease Signed by Owner or Authorized Agent.....			
5. Following basic data is uniformly recorded on both documents..... a. Eff. Date: <u>1/1/81</u> b. Term: <u>1/1/82</u> c. Cont. Rent: <u>\$216</u> d. Net Fam. Contrib: <u>\$713</u> e. Hag. Asst. Pmt.: <u>\$152</u>			
F. REPORT ON FAMILY CHARACTERISTICS - HUD-52675			
1. Report and file documents in agreement.....			
G. OTHER DATA: (Special Reexaminations, Interim Adjustments, etc.)			

H. CORRECTIVE ACTION REQUIRED

DATE TAKEN

DURING REVIEW

AFTER REVIEW

1. Recompute G.F.C. adjust Net Family Contribution, as appropriate



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 10, 1981

Paul A. Pradia
Deputy Supervisor
Housing Management
Department of Housing and
Urban Development
Sacramento Service Office
P.O. BOX 1978
Sacramento, CA 95809

Re: 9.8 FTMA

Dear Mr. Pradia:

Enclosed please find our Agency's response to the deficiencies requiring corrective action as a result of your staff's recent Annual Review of our Section 8 Existing Housing Program.

If you have any questions relative to corrective action taken by our staff, please contact Beatrice L. Green, Client Services Supervisor, at 444-9210.

Sincerely,

William H. Edgar

WILLIAM H. EDGAR,
Interim Executive Director

WHE:BG:rm
Attachments

Part I - Housing Quality Standards

(1) 2248 Grand Avenue

7/14/81 - Reinspection - repairs completed.

(2) 3600 Morse Avenue

6/10/81 - SHRA and tenant released from contract - unit off program
(See Attachment A).

(3) 2619 "T" Street

7/16/81 - Reinspection - repairs completed.

(4) 7872 Deerhaven

7/22/81 - As of this date deficiency had not been corrected; letter
mailed to owner advising that repair must be made by
August 7, 1981 or rent will be abated effective
September 1, 1981. (See Attachment B).

(5) 2100 Florin Road

8/4/81 - As of this date deficiencies had not been corrected; letter
mailed to owner advising that repairs must be completed
prior to August 30, 1981 or rent will be abated effective
September 1, 1981. (See Attachment C).

(6) 2500 - 24th Avenue

7/24/81 - Reinspection - repair completed.

(7) 4320 - 48th Street

7/24/81 - Reinspection - repairs completed.

(8) 3503 - 7th Avenue

7/2/81 - Unit no longer on program (See Attachment D).

Part II (Continued)

(9) 2567 - 17th Street

7/21/81 = Reinspection = repair completed.*

(10) 7741 Vallecitas Way

8/7/81 = Repairs not made - letter sent to owner advising that rent will be abated effective September 1, 1981 if deficiencies are not corrected by August 30, 1981. (See Attachment E)

(11) 2417 "G" Street*

7/24/81 = Reinspection = repairs completed.

Quality Control of H.Q.S. Inspections

The Client Services Supervisor now in charge of the Section 8 Program participated in all of the above referenced reinspections and will be conducting spot reinspections of 5% or more of units approved for this Agency's Section 8 Existing Program.

* There were no signs of problems on concrete - subsequent telephone call to Jason Dongses, HUD Inspector revealed this problem was found at a different address; (See #11 above).

Part III - Occupancy

(1) See Attachment F.

(2) Effective August 6, 1981, our Agency's Section 8 Existing Program is utilizing a "Certification For Rent Reasonableness" form in every tenant file processed. (See Attachment G).

Comments:

In reference to the absence of T. & P. valves on hot water heaters - please be advised that although HUD's review was based on inspections made prior to April 15, 1981, this Agency did not begin utilizing the new unit inspection forms until that date (See Attachment H); however, our inspectors have since been paying attention to this item.

Sacramento Housing Authority
Section 8 Program
Post Office Box 1834
Sacramento, CA 95809

Re: Contract # 046-A-561-046
Tenant: Elmer Gunn

I, Francis P. Ryan, release the Sacramento
Housing Authority from the above contract as of 6-1-81
June 1, 1981

I do not claim vacancy loss or damages from the Sacramento
Housing Authority for the property located at 3600 Morse Dr.
Sacramento

Sincerely,

Francis P. Ryan
Owner/Agent

6-10-81
Date



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 3, 1981

Green Banner Investment Company
c/o Mary Thrope
5141 Fair Oaks Blvd.
Carmichael, Ca.

Re: 7672 Deerhaven Way

This unit was reinspected by a HUD inspector and the following item was noted as needing immediate correction:

- 1. repair hazardous driveway

This repair should be done by August 17, 1981 or rent will be abated September 1, 1981.
Please call office when repairs are made so we may reinspect this unit.

Sincerely,

Pete Leonard

Pete Leonard
Section 8 Inspector
446-4826

cc: Tenant
File

EW/SC

[Handwritten signature]
(15)



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 4, 1981

Edith Van Vgckhoven
6761 Cherrywood Circle
Sacramento, Ca. 95823

RE: 2100 Elcryn Road

A reinspection was done of above property by a HUD inspector. The following items were noted by him as needing immediate correction:

1. Exterior paint chipping. Must be scrapped and painted.
2. Carpet in left rear bedroom is split. Must be replaced or repaired by sewing.

These repairs should be done prior to August 30th, to avoid abatement of September's rent.

Please call the office when repairs are done so we may reinspect.

Sincerely,

Pete Leonard
Section 8 Inspector
446-4826

PZ:SC

CONTRACT NUMBER 0067-A-4E-2-0017

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

NOTICE OF RENT ADJUSTMENT - SECTION 8 PROGRAM

TO: Family: Mary Embysk
Address: 3503 7th Avenue
Sacto., Ca. 95817

Owner: Charles Kelley
Address: 822 Parkhaven Way
Sacto., Ca. 95831

The Agency has determined that the amounts currently paid by the Agency and the Family to the Owner as rent for the dwelling unit shown above as the Family's address, shall be adjusted to the following amounts:

Table with 2 columns: PREVIOUS and NEW. Rows include FAMILY, AGENCY, and TOTAL CONTRACT RENT with dollar amounts.

This adjustment becomes effective on July 2, 1981

The reason for this adjustment is:

Tenant vacated without notice, terminate from program. Also incomplete reexamination information.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

BY: Ada Reed

7/16/81

Distribution: Owner, Family, Finance, File

IF YOU WISH AN INFORMAL HEARING CONCERNING THIS RENT ADJUSTMENT, YOU ARE ADVISED TO CALL 446-4826 WITHIN 15 DAYS IN ORDER TO SCHEDULE AN APPOINTMENT.



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 7, 1981

Mr. and Mrs. Scott
6745 Villa Juarea Circle
Sacramento, Ca. 95828

Dear Mr. and Mrs. Scott,

Re: 7741 Vallecitos Way

A reinspection was done of above property by a HUD Inspector. The following item was noted by him as needing immediate correction:

- 1. Lead paint: Exterior surfaces - Peeling paint on exterior surfaces. Recommendation: - Remove loose and scaling paint. Paint exterior with two coats of latex enamel.

These repairs should be done prior to August 30th to avoid abatement of September's rent.

Please call the office when repairs are completed so we may reinspect.

Sincerely,

Pete Leonard
Section 8 Inspector
446-4826

PL:sc

CONTRACT NUMBER 018-D-4E-1-018

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

NOTICE OF RENT ADJUSTMENT - SECTION 8 PROGRAM

TO: Family: Bethel Pendley Owner: Thomas Johnson
 Address: 2840 Poquita Street Address: 2840 Poquita Street
Sacto., Ca. 95815 Sacto., Ca. 95815

The Agency has determined that the amounts currently paid by the Agency and the Family to the Owner as rent for the dwelling unit shown above as the Family's address, shall be adjusted to the following amounts:

<u>PREVIOUS</u>	<u>NEW</u>
FAMILY: \$ <u>73.00</u>	FAMILY: \$ <u>78.00</u>
AGENCY: \$ <u>109.00</u>	AGENCY: \$ <u>104.00</u>
TOTAL CONTRACT RENT: \$ <u>182.00</u>	TOTAL CONTRACT RENT: \$ <u>182.00</u>

This adjustment becomes effective on September 1, 1981

The reason for this adjustment is:

Error made in rent computation. This is the correction.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

BY: Ada Reed
7/31/81

Distribution: Owner
Family
Finance
File

IF YOU WISH AN INFORMAL HEARING CONCERNING THIS RENT ADJUSTMENT YOU ARE ADVISED TO CALL 446-4826 WITHIN 15 DAYS IN ORDER TO SCHEDULE AN APPOINTMENT.

ATTACHMENT F

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

CERTIFICATION FOR RENT REASONABLENESS

SECTION 3 EXISTING HOUSING ASSISTANCE PAYMENTS PROGRAM

1. (Name of Family)

(Street Address and Apt. No.) (City, State and Zip Code)

(Name of Owner/Agent) (Address) (Phone No.)

2. Number of Bedrooms
3. Type of Unit: Subsidized Unsubsidized Rent Controlled

4. Published Fair Market Rent
(a) HUD approved exception rent, if applicable
(b) If above published FMR

5. Owner's Proposed Contract Rent
(a) Allowance for tenant-furnished utilities, if any
(b) Gross Rent

6. Owner's Most Recent Rent Charged
(a) Did this rent include all utilities?
Yes No

If "No", explain:

(b) Amount of increase over current rent, if any

(c) Reason for rent increase:

(d) Owner's reason for increase in rent justified?
Yes No

If "No", explain:

INSPECTOR

ATTACHMENT H



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

March 19, 1981

Mr. A. Branch,
Chief of Assisted Housing
Housing Management Branch
Sacramento Housing and
Urban Development
P.O. BOX 1978
Sacramento, CA 95809

Attention: Carol Farwell

Dear Mr. Branch:

Pursuant to your telephone conversation this morning with Beatrice Green of our staff, this is written verification that the Sacramento Housing and Redevelopment Agency's Section 8 Existing Housing Program will either begin utilizing HUD-52580 Inspection Form, or a substitute form approved by your office, no later than April 15, 1981.

Thank you for your cooperation in this matter.

Sincerely,

WILLIAM H. EDGAR,
Interim Executive Director

WHE:BG:fm

ATTACHMENT H

APPENDIX-1

Tenant Name Pauline B. Hill CA:39 Proj: Ho E005-001
 Tenant Address 2870 2nd St. S. RAP Cont: 0-7-0218

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT Adm. Date: Appl. 6/18/80 Admitted 4/1/80

ION 8 RAP PROGRAM - EXISTING HOUSING
 TANT/OWNER DOCUMENT REVIEW RECORD
 Reexam: Date of Last 4/1/81 Prev. —
 Reviewer: Carl A. Funch Date 6/15/81

APPLICATION - HUD-52659	Yes	No	REVIEWER'S NOTES
Family Composition: Head <u>11/63</u> #2 <u>—</u> #3 <u>—</u> #4 <u>—</u> #5 <u>—</u> #6 <u>—</u> #7 <u>—</u> #8 <u>—</u> #9 <u>—</u> #10 <u>—</u>			
Assets: <u>0</u>			
Anticipated Annual Income..... Total \$ <u>506.44</u>			
a. Amt. of Income from Assets (if any)..... \$ <u>0</u>			
b. Each type of Income vfd. & properly computed.....			
Eligibility: Family is Eligible.....			
a. Eligibility Income..... \$ <u>506.44</u>			
b. Family qualifies as: Lower Income Family.....			
Very Low-Income Family.....			
Allowances..... Total \$ <u>0</u>			
a. Allowances verified as nec. & properly computed.....			
Income After Allowances..... \$ <u>506.44</u>			
Gross Family Contribution..... \$ <u>701</u>			506.44 - 23 = 483
a. GFC based on: 15% of Annual Income.....			
25% of Income After Allowances.....			
CERTIFICATE OF PARTICIPATION - HUD-52578			
Certificate is Complete and Accurate.....			
a. Date Issued: <u>3/14/80</u> b. Unit Size: <u>1</u>			
c. Fair Market Rent: \$ <u>716</u>			
REQUEST FOR LEASE APPROVAL - HUD-52517A			
AGENCY DETERMINATION - HUD-52517B			
Is Request complete in regard to:			
Utility Combination.....			
Most Recent Rent Charged.....			
Dates and Signatures of Both Parties.....			
a. Unit Size: <u>1</u> b. Contract Rent: \$ <u>792</u>			
Date Unit Inspected by Family & Owner: <u>4/1/81</u>			
Date Unit Inspected by PHA: <u>4/15/81</u>			
Agency Determination Form properly executed, signed and dated.....			
RENT REDUCTION CREDIT - HUD-52674			
Allowance for Tenant-Supplied Utilities & Services \$ <u>28</u>			
Net Family Contribution properly computed.....			
Housing Assistance Payment properly computed.....			513 878
TENANT/OWNER LEASE			
RAP CONTRACT (PARTS I & II) - HUD-52535A & B			
Required Provisions included and Prohibited Provisions excluded from the Lease.....			
Amount of Security Deposit Required: \$ <u>94</u>			
Lease Properly Executed and Signed.....			
Contract Signed by Owner of Authorized Agent.....			
Following basic docs is uniformly recorded on both documents.....			
a. Eff. Date: <u>4/1/81</u> b. Term: <u>1 yr</u>			
c. Cont. Rent: \$ <u>792</u> d. Net Fam. Contrib. \$ <u>73</u>			
e. Hsg. Assc. Pmt. \$ <u>78.2</u>			
REPORT ON FAMILY CHARACTERISTICS - HUD-52675			
Report and file documents in agreement.....			
OTHER DATA: (Special Reexaminations, Interim Adjustments, etc.)			

CORRECTIVE ACTION REQUIRED DATE TAKEN
 DURING REVIEW AFTER REVIEW
Recompute GFC, adjust Net Family Contribution as appropriate