

**DWELLING LEASE
ADDENDUM
COMMUNITY SERVICE REQUIREMENT POLICY**

SERVICE REQUIREMENT

Except for any family member who is an exempt individual, each adult resident of public housing **MUST:**

- 1) Contribute 8 hours per month of community service (does not include political activities; or
- 2) Participate in an economic self sufficiency program for 8 hours per month; or
- 3) Perform 8 hours per month of combined community service and economic self-sufficiency.

WHO?

ALL public housing residents between the age of 18 and 62 who are not exempt.

EXEMPT RESIDENTS

Any public housing resident who is:

- 1) 62 years or older;
- 2) Blind or disabled and who certifies that because of this disability he or she is unable to comply with the requirement of the policy;
- 3) Primary caretaker of a person who is 62 years or older or who is blind or disabled;
- 4) Engaged in work activities or working a minimum of 10 hours per week or 40 hours per month;
- 5) Engaged in a work activity under the state program funded under Part A of the Title IV of the Social Security Act, or under any other welfare program of the state, including a state administered welfare-to-work program;
- 6) Member receiving assistance, benefits or services under a state program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the state, including a state administered welfare-to-work program and has not been found by the state to be in noncompliance with such a program;
- 7) Family member of household paying rent at Ceiling or Flat rent:

- 8) Members over the age of 18 and are full-time students according the state accredited financial assistance program.

VIOLATION OF SERVICE REQUIREMENT

Violation of the service requirement is grounds for non-renewal of the twelve (12) months lease agreement, but no for termination of tenancy during the course of the twelve (12) months lease term.

COMMUNITY SERVICE

The performance of volunteer work or duties that area a public benefit, and that serve to improve the quality of life, enhance the resident self sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

QUALIFIED COMMUNITY SERVICE ORGANIZATIONS AND ACTIVITIES

As a convenience to covered residents, the Housing Authority will develop, post on the PHA's bulletin boards and provide the covered residents a list of qualified organizations (and activities) that have agreed to work with residents in helping them satisfy their community service requirement. Residents are not limited to the published list and are encouraged to identify other organizations and activities. To ensure compliance with this community service policy, residents should seek the Housing Authority's approval prior to volunteering for organizations or performing activities not included on the published list. It is the Housing Authority's policy to provide great latitude in approving community service organizations and activities.

DETERMINING RESIDENT STATUS

Per the PHA's approved Admission and Continued Occupancy Policy (ACOP):

- The status of all applicant family members will be determined and families notified during the application process.
- During annual (or every three years for residents paying ceiling/flat rents) Recertification's, the status of each family member will be reviewed and determined.
- Between recertification's, residents are required to notify the Housing Authority within ten (10) days when there is a change in employment, income, family composition, or welfare-to-work training or employment activities. The Housing Authority will use this information to determine changes, if any, in family member status.
- Members will be informed verbally and in writing of their community service requirement.

ASSURING RESIDENT COMPLIANCE

The Housing Authority of Bowling Green shall review and verify family compliance with service requirements annually at least thirty (30) days before the end of the twelve (12) month lease term. The Housing Authority will retain reasonable documentation of service requirement performance or exemption in resident family files.

If the Housing Authority determines that a covered family member has not complied with their service requirement, the Housing Authority will notify the family of this determination, describe the noncompliance and state the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

- The family enters into agreement with the Authority that the non-compliance within the twelve (12) month term of the new lease while also satisfying the on-going service requirement.
- Or the family provides written assurance satisfactory to the Authority that the non-compliant family member no longer resides in the unit.

Family may request a grievance hearing on the Housing Authority's determination in accordance with the Authority's approved Grievance Procedure.

SIGNED CERTIFICATIONS

The Housing Authority of Bowling Green management staff will provide signed certifications of any community service activities administered by the Authority. In a similar manner, organizations, other than the Authority, who administer qualifying activities, must provide signed certifications.

**QUALIFIED COMMUNITY SERVICE
ORGANIZATIONS AND ACTIVITIES**

The following list of qualified service organizations and activities is presented as a convenience to covered residents. Covered residents are not limited to the following list and are encouraged to identify other organizations and activities.

Qualified Organizations

- Housing Authority of Bowling Green
- City of Bowling Green
- Allen County
- Department of Health and Human Services
- Public Health Department
- Allen County School System
- YMCA
- Churches
- All qualified nonprofit organizations

Qualified Activities

- Volunteer services to any qualified organization
- Self-sufficiency activities such as education, training and self-improvement classes
- Housing Authority or City Volunteer Trash Pick-up Day
- Participation in monthly resident programs as presented by the Housing Authority of Bowling Green
- Participation in scheduled and announced resident council meetings as certified by the Housing Authority of Bowling Green

Authorized HABG Representative

Date

Title

Resident

Date

Resident

Date

Housing Authority of Bowling Green
P.O. Box 116
Bowling Green, Kentucky 42102-0116

**AGREEMENT BY RESIDENT TO PERFORM COMMUNITY
SERVICE REQUIREMENTS**

_____ (herein called Resident) has failed to perform the Community Service Requirements as required by CFR, Subpart F, Section 960.00 which require Resident to perform 8 hours of community service per month or participants in 8 hours of an economic self-sufficiency program per month or a combination of both.

As a result, Resident agrees to perform _____ hours per month of required service over the next 12 month lease term, if Resident fails to carry out the terms of this agreement in any one month during this lease term, the Resident will be in violation of this agreement and the Lease will be terminated immediately.

Resident's signature

HABG Representative

Address

Date