

APPENDIX F.

GLOSSARY

Glossary

Terms and Acronyms

This glossary of terms and acronyms is intended to be a resource for people reviewing this Consolidated Plan and other housing and community development planning documents. Some of the following terms are defined in federal or state law, and their legal definitions have been included here.

Action Plan – A County document prepared annually that includes specific projects scheduled to receive funds from the Department of Housing and Urban Development during the fiscal year through several programs, typically including Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Shelter Grant (ESG).

ADA – Americans with Disabilities Act

Adjusted Income – Annual (gross) income reduced by deductions for dependents, elderly households, medical expenses, handicap assistance expenses, and childcare. Adjusted income is used to determine the level of payment to tenants for rental assistance.

A/E – Architect and/or Engineer

Affordable Housing – Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of gross income for gross housing costs, including utility costs.

AI – Analysis of Impediments to Fair Housing Choice. Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status or national origin that restrict housing choices or the availability of housing choices, or any actions, omissions or decisions that effect.

AIDS and Related Diseases – The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction – A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

ANSI – American National Standards Institute

Annual (Gross) Income – Includes income from work, assets, and other sources as defined by 24 CFR Part 813. Annual income is used to establish homeowner and tenant eligibility and for targeting purposes.

BCC – Washington County Board of Commissioners

CAPER – Consolidated Annual Performance and Evaluation Report, the annual report to the community and HUD regarding the use of federal funds for affordable housing and community development purposes and the progress made on implementing the Consolidated Plan.

CDBG – The Community Development Block Grant Program that is authorized by Title 1 of the Housing and Community Development Act of 1974. CDBG funding is intended to enable communities to create flexible, locally designed, comprehensive community development strategies to enable them to develop viable urban communities.

CC&R – Covenants, Codes and Restrictions, typically used to describe requirements pertaining to the use of land.

CDC – Community Development Corporation, a non-profit organization that typically develops and manages affordable housing and provides other programs to benefit lower income community residents.

CFR – Code of Federal Regulations

CHA – Coalition of Housing Advocates

CHF – Community Housing Fund

CLT – Community Land Trust

CoO – Certificate of Occupancy

COC – Continuum of Care is a community strategic plan to organize and deliver housing and services to reduce the incidence of homelessness by assisting homeless individuals, youth and families with children to move to self-sufficiency and permanent housing. The Continuum of Care includes: prevention, outreach and assessment, emergency shelter, transitional housing, and permanent supportive housing or other permanent housing. Annually the Continuum of Care applies to the U.S. Department of Housing and Urban Development (HUD) McKinney Vento Homeless Assistance Program for funding to address homelessness. Washington County's Continuum of Care accesses approximately \$2 million annually through this process.

Committed Funds – funds are committed when a legally binding agreement exists between the County and the subrecipient to undertake specific activities for a specific project.

Community Facilities – Structure utilized to provide programs or services to an identified limited clientele group or to an eligible low-income area.

Community Housing Development Organization (CHDO) – A private, nonprofit organization that meets a series of qualifications prescribed in the HOME regulations. CHDOs may own, develop, or sponsor HOME-financed housing.

Consolidated Plan – A publication that describes the County's housing and non-housing needs and community development priorities and strategies for the expenditure of funds made available to the County from the Department of Housing and Urban Development over a five year planning period.

Consortium – An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program (see 24 CFR part 92). For the purposes of this Plan, Washington County and the cities of Beaverton and Hillsboro form the Washington County Consortium.

Cost Burden > 30% – The extent to which a household's gross housing costs, including utility costs, exceed 30 percent of its gross income, based on data available from the U.S. Census Bureau.

Cost Burden > 50% – Severe Cost Burden, the extent to which a household's gross housing costs, including utility costs, exceed 50 percent of its gross income, based on data available from the U.S. Census Bureau.

CPD – Community Planning and Development, the section of HUD that administers the HOME, CDBG and other formula grant programs used by cities, counties and states to meet affordable housing and community development needs.

CPP – Community Participation Plan, a plan that specifies how a local jurisdiction will involve the public in the development and monitoring of the Consolidated Plan and Action Plan.

CRA – Community Reinvestment Act, a federal law intended to encourage depository institutions (e.g., banks) to help meet the credit needs of the communities where they operate.

DAVS – Washington County Department of Aging and Veterans Services

DCC – Washington County Department of Community Corrections

DCR – Debt Coverage Ratio

DD – Developmentally Disabled, also Developmental Disability, a disability that originates in the developmental years, that is likely to continue, and significantly impacts adaptive behavior as diagnosed and measured by a qualified professional. Developmental disabilities include mental retardation, autism, cerebral palsy, epilepsy, or other neurological disabling conditions that require training or support similar to that required by individuals with mental retardation, and the disability:

- a. Originates before the individual reaches the age of 22 years, except that in the case of mental retardation, the condition must be manifested before age of 18;
- b. Originates and directly affects the brain and has continued, or must be expected to continue, indefinitely;
- c. Constitutes a significant impairment in adaptive behavior; and
- d. Is not primarily attributed to a mental or emotional disorder, sensory impairment, substance abuse, personality disorder, learning disability, or Attention Deficit Disorder (ADHD) Hyperactivity

DHS – Washington County Department of Housing Services

Disabled Household – A household composed of one or more persons, at least one of whom is an adult (a person of at least 18 years of age) who has a disability.

The term also includes the surviving member or members of any household described in the first sentence of this definition who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Disabled Person – A person shall be considered to have a disability if the person is determined to have a physical, mental, or emotional impairment that: (1) is expected to be of long-continued and indefinite duration, (2) substantially impeded his or her ability to live independently, and (3) is of such a nature that the ability could be improved by more suitable housing conditions.

A person shall be considered to have a disability if he or she has a development disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006).

DOL – Department of Labor (federal)

DVRC – Domestic Violence Resource Center

EA – Environmental Assessment, an environmental analysis prepared to determine whether a federal action would significantly affect the environment and thus require a more detailed environmental impact statement.

ECHO – Elder Cottage Housing Opportunity

EIS – Environmental Impact Statement, a document required of federal agencies by the National Environmental Policy Act for major projects or legislative proposals significantly affecting the environment. A tool for decision making, it describes the positive and negative effects of the undertaking and cites alternative actions.

Elderly Household – For HUD rental programs, a one- or two-person household in which the head of the household or spouse is at least 62 years of age.

Elderly Person – A person who is at least 62 years of age.

Emergency Shelter – Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Entitlement – Amount of CDBG, ESG, or HOME funds allocated by HUD to a city or urban county based on a formula computed according to population, levels of need, and other factors.

Entitlement Jurisdiction – A governmental entity that has chosen to receive funds from the federal government for project activities within the boundaries of that entity. Cities with populations over 50,000 and counties with populations over 200,000 are allowed to participate in the CDBG program as entitlements. Entitlement jurisdictions receive funding on a non-competitive basis from HUD annually.

EO – Executive Order

ESG – The Emergency Solutions Grant Program is authorized by the Hearth Act of 2009 (amending the McKinney-Ven to Act). ESG grants are allocated by HUD to local jurisdictions based upon a needs formula. ESG funds may be used for operations, services, and rehabilitation of homeless shelters and for prevention of homelessness.

Existing Homeowner – An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

Extremely Low-Income Family – Family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Family – The Census Bureau defines a family as a householder (head of household) and one or more other persons living in the same household who are related by birth, marriage, or adoption.

Family Self-Sufficiency (FSS) Program – A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies and Indian Housing Authorities to use Section 8 rental assistance, together with public and private resources, to provide supportive services aimed at enabling economic independence and self-sufficiency.

Farm Labor – Services in connection with cultivating the soil, raising or harvesting any agriculture or aquaculture commodity; or in catching, netting, handling planting, drying, packing, grading, storing, or preserving in the unprocessed state, without respect to the source of employment (but not self-employed), any agriculture or aquaculture commodity; or delivering to storage, market or a carrier for transportation to market or to processing any agricultural or aquacultural commodity in its unprocessed stage.

Farmworker – Any person who, for an agreed remuneration or rate of pay, performs temporary or permanent labor for another in the:

- a. Production of agricultural or aquacultural crops or products;
- b. Handling of agricultural crops or products in an unprocessed stage;
- c. Processing of agricultural or aquacultural crops or products;
- d. Planting, cultivating or harvesting of seasonal agricultural crops or
- e. Forestation or reforestation of lands, including but not limited to the planting, transplanting, tubing, precommercial thinning and thinning of trees and seedlings, the clearing, piling and disposal of brush and slash and other related activities; or
- f. Any other person whom the Housing and Community Services Department defines by rule as a farmworker.

Farmworker Housing – Housing that is:

- a. Limited to occupancy by farmworkers, including farmworkers who are retired or disabled, and their relatives; and
- b. No dwelling unit of which is occupied by a relative of the owner or operator of the farmworker housing, except in the case of a manufactured home.

FHA – Federal Housing Administration

FH/EEO – Fair Housing and Equal Employment Opportunity

FHLB – Federal Home Loan Bank

First-Time Homebuyer – An individual or family who has not owned a home during the three-year period preceding the HUD assisted purchase of a home that must be used as the principal residence of the homebuyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time homebuyer on the basis that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse.

FMR – Fair Market Rent, primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing

assistance payment contracts in the Moderate Rehabilitation Single Room Occupancy program, and to serve as a rent ceiling in the HOME rental assistance program.

FONSI – Finding of No Significant Environmental Impact

For Rent – Year-round housing units that are vacant and offered/available for rent (U.S. Census definition).

For Sale – Year-round housing units that are vacant and offered/available for sale only (U.S. Census definition).

FR – Federal Register

Frail Elderly – An elderly person who is unable to perform at least three activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities). (See 24 CFR 889.105.)

GAO – Government Accounting Office (federal)

GP – General Partner

Group Quarters – Facilities providing living quarters that are not classified as housing units (U.S. Census definition), including prisons, nursing homes, dormitories, military barracks, and shelters.

Handicapped Access – Activities designed to provide accessibility to housing or public facilities for persons who are disabled. “Stand alone” projects are those that fund construction of ramps or curb cuts; CDBG projects that provide accessibility as part of a larger activity, such as construction or remodeling of a senior center, are categorized according to the primary activity.

HARDE – Home Access and Repair for the Disabled and Elderly, a loan/grant program offered by Washington County Office of Community Development.

HOME Assisted Units – Units within a HOME project where HOME funds are used and rent, occupancy, and/or resale/recapture restrictions apply.

HOME Funds – All appropriations under the HOME program, plus all repayments and interest or other return on the investment of the funds.

HOME Program – The HOME Investment Partnerships Program, which is authorized by Title II of the National Affordable Housing Act of 1990. HOME provides funding to local jurisdictions through an entitlement formula for housing for low and moderate-income households.

Homeless Family with Children – A family composed of the following types of homeless persons: at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18.

Homeless Person – A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children who is homeless (not imprisoned or otherwise detained pursuant to an act of Congress or a state law), including the following: (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is: (i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (ii) an institution that provides a temporary residence for individuals intended to be institutionalized; or (iii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homeless Subpopulations – Include but are not limited to the following categories of homeless persons: severely mentally ill only, alcohol/drug addicted only, severely mentally ill and alcohol/drug addicted, fleeing domestic violence, youth, and persons with HIV/AIDS.

HOPWA – Housing Opportunity for Persons with AIDS, a grant provided by HUD. The grant provided to the Portland region is administered by the Portland Housing Bureau.

Household – One or more persons occupying a housing unit (U.S. Census definition). See also Family.

Housing Problems – Households with housing problems include those that: (1) occupy units meeting the definition of Physical Defects; (2) meet the definition of Overcrowded; and (3) meet the definition of Cost Burden > 30%.

Housing Quality Standards (HQS) – The habitability standards for housing as established in 24 CFR Part 882 and amended by the Lead Paint Regulations in 24 CFR Part 35. Used as minimum standards for Section 8 and HOME program.

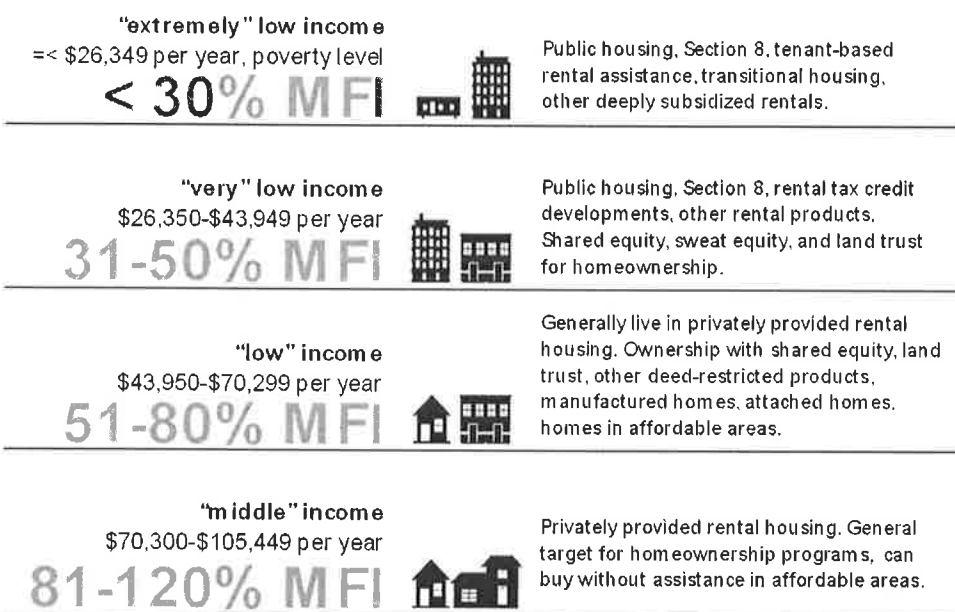
Housing Unit – An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters (U.S. Census definition).

HQS – Housing Quality Standards.

HSSN – Housing and Supportive Services Network, the Washington County group that meets monthly to coordinate efforts to implement the Continuum of Care and the Ten-Year Plan to End Homelessness.

HUD – U.S. Department of Housing and Urban Development

Income Groups – Different HUD programs use different terms to describe income groups. The chart below reflects the terms used by the HOME and CDBG programs and in Washington County's Consolidated Plan.



Income Payments – Direct payments to individuals, such as payments for income maintenance, housing allowances, down payments, and mortgage subsidies. CDBG funds may not be used for income payments. HOME regulations permit direct payments to individuals such as tenant-based rental assistance, downpayment or closing costs assistance, and principal reduction or "gap" financing for home buyers.

IDIS – Integrated Disbursement and Information System, the computer program used by local jurisdictions to drawdown funds and report activities to HUD.

IGA – Intergovernmental Agreement

Large Related – A household of five or more persons which includes at least one person related to the householder by blood, marriage, or adoption.

Lead-Based Paint (LBP) Hazards – Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate federal agency.

LIHTC – Low Income Housing Tax Credit, one of the tools used to finance affordable housing development (federal).

LIHPRA – Low Income Housing Preservation and Resident Homeownership Act

Limited Clientele Group – HUD has identified the following specific groups of persons as limited clientele groups, which are presumed to be predominantly low or moderate-income under the CDBG program. These are also referred to as special needs and target groups:

- Elderly persons
- Abused children
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Migrant farmworkers, and
- Persons living with AIDS.

LP – Limited Partnership

LTV – Loan to Value

MBE – Minority Business Enterprise

Metro – The Portland area’s government. Metro is responsible for coordinating regional planning related to land use, growth management, transportation, solid waste management, parks and open spaces and other activities. Metro’s Council members are regionally elected.

MFI – Median Family Income

MHI – Median Household Income

MLS – Multiple Listing Service, a listing service for real estate for sale or lease.

Moderate Rehabilitation – The term used in the HOME program to refer to any rehabilitation of property that is less than 75% of the total estimated cost of replacement after rehabilitation.

MOU – Memorandum of Understanding

Neighborhood Revitalization – Activities to address physical conditions that create an undesirable quality of life. Examples include improvement of substandard streets or provision of utilities or other public facilities in pre-qualified areas.

NEPA – National Environmental Policy Act

New Construction – For purposes of the HOME program, new construction is any project with commitment of HOME funds made within one year of the date of initial certification of occupancy. Any project that includes the creation of additional dwelling units outside the existing walls of a structure is also considered new construction.

NIMBY – Not In My Backyard (Neighborhood opposition to affordable housing projects)

NOFA – Notice of Funding Availability

OAHTC – Oregon Affordable Housing Tax Credits

Occupied Housing Unit – A housing unit that is the usual place of residence of the occupant(s).

OCD – Washington County Office of Community Development

OHCS – Oregon Housing and Community Services

OMB – Office of Management and Budget (federal)

ORS – Oregon Revised Statutes

Overcrowding – Overcrowding occurs when a housing unit contains more than one person per room, as defined by the U.S. Census Bureau.

Owner – A household that owns the housing units it occupies (U.S. Census definition).

PAB – Washington County Policy Advisory Board, the appointed body which advises the Office of Community Development on the use of federal HOME, CDBG, ESG, and related funds.

Participating Jurisdiction (PJ) – Any state or local government that HUD has designated to administer a HOME program. HUD designation as a PJ occurs if a State or local government meets the funding thresholds, notifies HUD its intent to participate in the program, and obtains approval by HUD of a comprehensive housing affordability strategy.

PHA – Public Housing Authority

PILOT – Payment in Lieu of Taxes

Poverty-Level Family – Family with an income below the poverty line, which is established annually by the Office of Management and Budget.

Project – A site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing, and are to be assisted with HOME funds as a single undertaking. The project includes all the activities associated with the site and building.

Project-Based (Rental) Assistance – Rental assistance provided for a project, not for a specific tenant. Tenants receiving project based rental assistance give up that assistance if they move from the project.

Public Services – Essential social services for low- and moderate-income persons not funded through other state or local resources within the last 12 months.

RD – Rural Development (federal)

REAC – Real Estate Assessment Center

Renter – A household that rents the housing unit it occupies, including both units rented for cash and units occupied without payment of cash rent (U.S. Census definition).

Residential Treatment Facility – Under CDBG, a residential facility having round-the-clock supervision on premises that serves a qualified target population having special needs. CDBG funds may be utilized for capital improvements on residential treatment facilities or for operations or services. (Local policies prohibit use of CDBG funds for operations or maintenance in a facility acquired or constructed with CDBG assistance.)

RFB – Request for Bids

RFP – Request for Proposals

RLI – Request for Letters of Interest

SAE – Single Asset Entity

SDC – System Development Charges

Section 8 Rental Assistance – A federal program that provides rental assistance to low-income families who are unable to afford market rents. Assistance may be tenant-based or project-based.

Service Needs – The particular services identified for special needs populations, which may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Mental Illness – A serious and persistent mental or emotional impairment that significantly limits a person’s ability to live independently.

Sheltered – Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor is its residents homeless.

SRO – Single-Room Occupancy

Subrecipient – A public agency or nonprofit organization selected by a participating jurisdiction to administer all or a portion of the participating jurisdiction’s CDBG or HOME program. Under the HOME program, a public agency or nonprofit organization that receives HOME funds solely as a developer or owner of housing is not considered to be a subrecipient.

Substandard Condition and Not Suitable for Rehab – Dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation (i.e., when the total cost of remedying all substandard conditions will be more than 50 percent of the current improvement value of the dwelling unit).

Substandard Condition but Suitable for Rehab – Dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation (i.e., when the total cost of remedying all substandard conditions will be 50 percent or less of the current improvement value of the dwelling unit). This does not include units that require only cosmetic work, correction, or minor livability problems or maintenance work.

Substantial Amendment – A major change in an approved Consolidated Plan, as defined by the Community Participation Plan.

Substantial Rehabilitation – The term used in the HOME program to refer to any rehabilitation of property that is more than 75% of the total estimated cost of replacement after rehabilitation.

Supportive Housing – Housing (both individual units and group quarters) that provides a supportive environment and includes a planned service component.

Supportive Services – Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Examples are case management, medical or psychological counseling and supervision, childcare, transportation, and job training.

Total Development Cost (TDC) – The sum of all costs for site acquisition, relocation, demolition, construction and equipment, interest, and carrying charges.

Transitional Housing – A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months or a longer period approved by HUD. For purposes of the HOME program, there is no HUD-approved time period for moving to independent living.

Unsheltered – Families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys).

URA – Uniform Relocation Act, a federal law which prescribes the assistance due an individual or business displaced by a federally-funded activity.

Urban County – Under CDBG, a county within a metropolitan area that is authorized by state law to undertake essential community development and housing activities and that has a population, excluding metropolitan cities within its boundaries, of 200,000 or more.

USC – United States Code

USDA – United States Department of Agriculture

UPCS - Uniform Physical Condition Standards for Vouchers implements inspection standards for HUD'S Housing Choice Voucher units.

Worst-Case Needs – Unassisted, low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (which includes homeless people), or have been involuntarily displaced.

VA – Veterans Administration (federal)

