

Administrative Plan -Table of Contents

ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN

**Chapter 1
OVERVIEW OF THE PROGRAM AND PLAN**

PART I:	THE PHA.....	1-1
	1-I.A. Overview.....	1-1
	1-I.B. Organization And Structure Of The PHA	1-2
	1-I.C. PHA Mission	1-2
	1-I.D. The PHA’s Programs.....	1-3
	1-I.E. THE PHA’s Commitment To Ethics And Service	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-4
	1-II.A. Overview And History Of The Program	1-4
	1-II.B. HCV Program Basics.....	1-6
	1-II.C. The HCV Partnerships	1-6
	The HCV Relationships:.....	1-7
	What does HUD do?	1-8
	What does the PHA do?.....	1-8
	What does the Owner do?.....	1-9
	What does the Family do?	1-10
	1-II.D. Applicable Regulations.....	1-11
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-12
	1-III.A. Overview And Purpose Of The Plan	1-12
	1-III.B. Contents Of The Plan (24CFR 982.54)	1-12
	New Approach to Policy Development	1-14
	1-III.C. Organization Of The Plan.....	1-14
	1-III.D. Updating And Revising The Plan.....	1-14

**Chapter 2
FAIR HOUSING AND EQUAL OPPORTUNITY**

Chapter revised July 11, 2007

PART I:	NONDISCRIMINATION.....	2-2
	2-I.A. Overview.....	2-2
	2-I.B. Nondiscrimination	2-2
	Providing Information to Families and Owners	2-5
	Discrimination Complaints.....	2-5
PART II:	POLICIES RELATED TO PERSONS WITH DISABIILTIES	2-6
	2-II.A. Overview.....	2-6
	2-II.B. Definition Of Reasonable Accommodation.....	2-7
	Types of Reasonable Accommodations.....	2-7
	2-II.C. Request for an Accommodation	2-8
	2-II.D. Verification of Disability.....	2-9

Administrative Plan -Table of Contents

2-II.E.	Approval/Denial Of A Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].....	2-10
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments	2-11
2-II.G.	Physical Accessibility.....	2-12
2-II.H.	Denial or Termination of Assistance	2-13
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-14
2-III.A.	Overview.....	2-14
2-III.B.	Oral Interpretation	2-15
2-III.C.	Written Translation.....	2-15
2-III.D.	Implementation Plan.....	2-16
PART IV:	STATEMENT REGARDING AFFIRMATIVELY FURTHERING FAIR HOUSING RELATED TO THE ADMINISTRATION OF VSHA'S SECTION 8 FSS AND HOP PROGRAMS	2-17
Exhibit 2-1:	Definition Of A Person With A Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-19

Chapter 3 ELIGIBILITY

Chapter Amended July 6, 2011

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-2
3-I.A.	Overview.....	3-2
3-I.B.	Family And Household [24 CFR 982.201(c), HUD-50058 IB, p. 13] ...	3-2
	Family	3-2
	Household	3-2
3-I.C.	Family Break-Up And Remaining Member Of Tenant Family.....	3-3
	Family Break-up [24 CFR 982.315].....	3-3
	Remaining Member of a Tenant Family [24 CFR 5.403]	3-3
3-I.D.	Head Of Household [24 CFR 5.504(b)]	3-4
3-I.E.	Spouse, Cohead, And Other Adult	3-4
3-I.F.	Dependent [24 CFR 5.603].....	3-5
	Joint Custody of Dependents	3-5
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29]	3-5
3-I.H.	Elderly And Near-Elderly Persons, And Elderly Family [24 CFR 5.100 and 5.403]	3-5
	Elderly Persons	3-5
	Near-Elderly Persons	3-5
	Elderly Family	3-5
3-I.I.	Persons With Disabilities And Disabled Family [24 CFR 5.403]	3-6
	Persons with Disabilities.....	3-6
	Disabled Family.....	3-6

Administrative Plan -Table of Contents

3-I.J.	Guests [24 CFR 5.100]	3-6
3-I.K.	Foster Children And Foster Adults.....	3-7
3-I.L.	Absent Family Members.....	3-7
	Definitions of Temporarily and Permanently Absent.....	3-7
	Absent Students	3-7
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-8
	Absent Head, Spouse, or Cohead	3-8
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]	3-8
	Return of Permanently Absent Family Members	3-8
3-I.M.	Live-In Aide.....	3-9
PART II:	BASIC ELIGIBILITY CRITERIA.....	3-10
3-II.A.	Income Eligibility And Targeting.....	3-10
	Income Limits.....	3-10
	Types of Low-Income Families [24 CFR 5.603(b)].....	3-10
	Using Income Limits for Eligibility [24 CFR 982.201]	3-10
	Using Income Limits for Targeting [24 CFR 982.201].....	3-11
3-II.B.	Citizenship Or Eligible Immigration Status [24 CFR 5, Subpart E]	3-12
	Declaration [24 CFR 5.508]	3-12
	Mixed Families	3-13
	Ineligible Families [24 CFR 5.514(d), (e), and (f)]	3-13
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)]	3-14
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218]	3-14
3-II.D.	Family Consent To Release Of Information [24 CFR 5.230, HCV GB, p. 5-13].....	3-15
3-II.E.	Students Enrolled In Institutions Of Higher Education [24 CFR 5.612 and FR Notice 4/10/06].....	3-16
	Definitions	3-16
	Determining Student Eligibility.....	3-18
PART III:	DENIAL OF ASSISTANCE	3-20
3-III.A.	Overview.....	3-20
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-20
	Prohibited Reasons for Denial of Assistance [24 CFR 982.202(b)]	3-20
3-III.B.	Mandatory Denial Of Assistance [24 CFR 982.553(a)]	3-21
3-III.C.	Other Permitted Reasons For Denial Of Assistance.....	3-22
	Criminal Activity [24 CFR 982.553].....	3-22
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-23
3-III.D.	Screening	3-24
	Screening for Eligibility	3-24
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-25
3-III.E.	Criteria For Deciding To Deny Assistance.....	3-26
	Evidence [24 CFR 982.553(c)].....	3-26
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-26

Administrative Plan -Table of Contents

Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)]	3-27
Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	3-27
3-III.F. Notice Of Eligibility Or Denial	3-28
3-III.G Prohibition against denial of assistance to victims of domestic violence, dating violence and stalking [24 CFR part 5 subpart L].....	3-29
Exhibit 3-1: Detailed Definitions Related To Disabilities	3-32
Person with Disabilities [24 CFR 5.403]	3-32
Individual with Handicaps [24 CFR 8.3].....	3-34
Exhibit 3-2: Definition Of Institution Of Higher Education.....	3-35
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006]	3-35

Chapter 4

Applications, Establishing Preferences and Maintaining the Waiting List & Tenant Selection

Amended effective 7/8/2009; corrected 3/24/2010 (HOP income eligibility)

Amended 7/1/2010 (HOP preference)

Amended July 6, 2011 (Transitional Housing preference)

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

PART I: THE APPLICATION PROCESS.....	4-2
4-I.A. OVERVIEW.....	4-2
4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 200936]4-2	
4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS.....	4-3
Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13].....	4-3
Limited English Proficiency.....	4-3
4-I.D. PLACEMENT ON THE WAITING LIST.....	4-4
Ineligible for Placement on the Waiting List.....	4-4
Eligible for Placement on the Waiting List.....	4-4
PART II: MANAGING THE WAITING LIST.....	4-5
4-II.A. OVERVIEW.....	4-5
4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205].....	4-5
4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206].....	4-6
Closing the Waiting List.....	4-6
Reopening the Waiting List.....	4-6
4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4].....	4-6
4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES.....	4-8
4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204].....	4-8

Administrative Plan -Table of Contents

Purging the Waiting List.....	4-8
Removal from the Waiting List.....	4-9
PART III: SELECTION FOR HCV ASSISTANCE.....	4-10
4-III.A. OVERVIEW.....	4-10
4-III.B. SELECTION AND HCV FUNDING SOURCES.....	4-10
Special Admissions [24 CFR 982.203].....	4-10
Targeted Funding [24 CFR 982.204(e)].....	4-10
Regular HCV Funding.....	4-10
4-III.C. SELECTION METHOD.....	4-11
Local Preferences [24 CFR 982.207; HCV p. 4-16].....	4-11
Presidentially Declared Disaster Preference.....	4-11
Transitional Housing Preference.....	4-11
Victims of domestic violence Preference.....	4-12
Displaced Families Preference.....	4-12
Lead-Based Paint Preference.....	4-12
Educational/Training Preference.....	4-12
Homeownership Preference.....	4-13
INCOMETARGETING.....	4-13
Order of Selection.....	4-14
Among Applicants with Equal Preference Status.....	4-14
4-III.D. NOTIFICATION OF SELECTION.....	4-15
4-III.E. THE APPLICATION INTERVIEW	4-15
4-III.F. COMPLETING THE APPLICATION PROCESS.....	4-15

Chapter 5

BRIEFINGS AND VOUCHER ISSUANCE

Chapter revised July 12, 2005

PART I: BRIEFINGS AND FAMILY OBLIGATIONS	5-1
5-I.A. Overview.....	5-1
5-I.B. Briefing [24 CFR 982.301].....	5-2
Notification and Attendance	5-2
Oral Briefing [24 CFR 982.301(a)]	5-2
Briefing Packet [24 CFR 982.301(b)]	5-3
Additional Items to be Included in the Briefing Packet	5-4
5-I.C. Family Obligations	5-5
Time Frames for Reporting Changes Required By Family	
Obligations.....	5-5
Family Obligations [24 CFR 982.551].....	5-5
PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-10
5-II.A. Overview.....	5-11
5-II.B. Determining Family Unit (Voucher) Size [24 CFR 982.402]	5-11

Administrative Plan -Table of Contents

5-II.C.	Exceptions To Subsidy Standards	5-12
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-13
5-II.E.	Voucher Term, Extensions, And Suspensions.....	5-14
	Voucher Term [24 CFR 982.303].....	5-14
	Extensions of Voucher Term [24 CFR 982.303(b)]	5-14
	Suspensions of Voucher Term [24 CFR 982.303(c)]	5-16
	Expiration of Voucher Term.....	5-16

Chapter 6
INCOME AND SUBSIDY DETERMINATIONS
 [24 CFR Part 5, Subparts E and F; 24 CFR 982]

Chapter revised July 9, 2008

Amended July 6, 2011 to comply with HUD's EIV requirements

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition And Income	6-3
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-4
	Family Members Permanently Confined for Medical Reasons.....	6-5
	Joint Custody of Dependents.....	6-5
	Caretakers for a Child.....	6-6
6-I.C.	Anticipating Annual Income	6-7
	Basis of Annual Income Projection	6-7
	Using Up-Front Income Verification (UIV) to Project Income	6-8
6-I.D.	Earned Income	6-10
	Types of Earned Income Included in Annual Income.....	6-10
	Types of Earned Income <u>Not</u> Counted in Annual Income	6-10
	Income Earned under Certain Federal Programs	6-11
	State and Local Employment Training Programs	6-12
	Hud-Funded Training Programs.....	6-13
6-I.E.	Earned Income Disallowance For Persons With Disabilities [24 CFR 5.617].....	6-14
	Eligibility.....	6-14
	Calculation of the Disallowance.....	6-15
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-16
	Business Expenses.....	6-16
	Business Expansion	6-16
	Capital Indebtedness.....	6-16
	Negative Business Income.....	6-17
	Withdrawal of Cash or Assets from a Business.....	6-17
	Co-owned Businesses	6-17
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]	6-18
	Overview.....	6-18
	General Policies.....	6-18
	Types of Assets.....	6-22

Administrative Plan -Table of Contents

	6-I.H. Periodic Payments	6-26
	Periodic Payments <u>Included</u> in Annual Income.....	6-26
	Lump-Sum Payments for the Delayed Start of a Periodic Payment	6-26
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-27
	6-I.I. Payments In Lieu Of Earnings.....	6-28
	6-I.J. Welfare Assistance	6-29
	Overview.....	6-29
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615]	6-29
	6-I.K. Periodic And Determinable Allowances [24 CFR 5.609(b)(7)]	6-30
	Alimony and Child Support.....	6-30
	Regular Contributions or Gifts	6-30
	6-I.L. Additional Exclusions From Annual Income.....	6-31
	Student Financial Assistance Included in Annual Income [24 CFR 5.609(b)(9) and FR 4/10/06]	6-31
	Student Financial Assistance Excluded from Annual Income [24 CFR 5.609(c)(6)]	6-31
PART II:	ADJUSTED INCOME.....	6-35
	6-II.A. Introduction.....	6-35
	Overview.....	6-35
	Anticipating Expenses	6-35
	6-II.B. Dependent Deduction	6-36
	6-II.C. Elderly Or Disabled Family Deduction	6-36
	6-II.D. Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]	6-37
	Definition of <i>Medical Expenses</i>	6-37
	Summary of Allowable Medical Expenses from IRS Publication 502	6-37
	Families That Qualify for Both Medical and Disability Assistance Expenses	6-38
	6-II.E. Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)]	6-39
	Earned Income Limit on the Disability Assistance Expense Deduction.....	6-39
	Eligible Disability Expenses.....	6-40
	Necessary and Reasonable Expenses.....	6-41
	Families That Qualify for Both Medical and Disability Assistance Expenses	6-41
	6-II.F. Child Care Expense Deduction.....	6-42
	Clarifying the Meaning of <i>Child</i> for This Deduction	6-42
	Qualifying for the Deduction.....	6-42
	Earned Income Limit on Child Care Expense Deduction	6-44
	Eligible Child Care Expenses	6-45
PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY	6-47
	6-III.A. Overview Of Rent And Subsidy Calculations	6-47

Administrative Plan -Table of Contents

	TTP Formula [24 CFR 5.628]	6-47
	Family Share [24 CFR 982.305(a)(5)].....	6-47
	PHA Subsidy [24 CFR 982.505(b)].....	6-48
	Utility Reimbursement [24 CFR 982.514(b)].....	6-48
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630]	6-49
	Overview.....	6-49
	HUD-Defined Financial Hardship	6-49
	Implementation of Hardship Exemption	6-51
6-III.C.	Applying Payment Standards [24 CFR 982.505]	6-54
	Overview.....	6-54
	Changes in Payment Standards.....	6-54
	Reasonable Accommodation	6-55
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-56
	Overview.....	6-56
	Reasonable Accommodation	6-56
	Utility Allowance Revisions.....	6-56
6-III.E.	Prorated Assistance For Mixed Families [24 CFR 5.520].....	6-57
Exhibit 6-1:	Annual Income Inclusions	6-58
	HHS Definition Of "Assistance"	6-59
Exhibit 6-2:	Annual Income Exclusions	6-61
Exhibit 6-3:	Treatment Of Family Assets	6-64
Exhibit 6-4:	Earned Income Disallowance For Persons With Disabilities	6-65
Exhibit 6-5:	The Effect Of Welfare Benefit Reduction	6-67

**Chapter 7
VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230]

Chapter revised July 9, 2008

Amended 7/6/2011 to reflect changes in HUD's verification requirements

PART I:	GENERAL VERIFICATION REQUIREMENTS	7-1
7-I.A.	Family Consent To Release Of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230]	7-1
	Consent Forms	7-1
	Penalties for Failing to Consent [24 CFR 5.232]	7-1
7-I.B.	Overview Of Verification Requirements.....	7-2
	HUD's Verification Hierarchy	7-2
	Requirements for Acceptable Documents	7-2
	File Documentation	7-4
7-I.C.	Up-Front Income Verification (UIV)	7-4
	Definition of Substantial Difference.....	7-4
	When No Substantial Difference Exists	7-4
	When a Substantial Difference Exists	7-4
	Use of HUD's Enterprise Income Verification (EIV) System	7-6

Administrative Plan -Table of Contents

7-I.D.	Third-Party Written And Oral Verification	7-8
	Reasonable Effort and Timing.....	7-8
	When Third-Party Information is Late	7-9
	When Third-Party Verification is Not Required	7-9
7-I.E.	Review Of Documents.....	7-11
	Using Review of Documents as Verification	7-11
7-I.F.	Self-Certification	7-11
PART II:	VERIFYING FAMILY INFORMATION.....	7-12
7-II.A.	Verification Of Legal Identity	7-12
7-II.B.	Social Security Numbers [24 CFR 5.216 and HCV GB, p. 5-12]	7-13
7-II.C.	Documentation Of Age.....	7-15
7-II.D.	Family Relationships	7-16
	Marriage.....	7-16
	Separation or Divorce	7-16
	Absence of Adult Member.....	7-17
	Foster Children and Foster Adults.....	7-17
7-II.E.	Verification Of Student Status.....	7-18
	General Requirements	7-18
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-18
7-II.F.	Documentation Of Disability.....	7-19
	Family Members Receiving SSA Disability Benefits	7-20
	Family Members Not Receiving SSA Disability Benefits	7-20
7-II.G.	Citizenship Or Eligible Immigration Status [24 CFR 5.508]	7-21
	Overview.....	7-21
	U.S. Citizens and Nationals	7-21
	Eligible Immigrants	7-22
7-II.H.	Verification Of Preference Status.....	7-22
PART III:	VERIFYING INCOME AND ASSETS	7-23
7-III.A.	Earned Income	7-23
	Tips	7-23
7-III.B.	Business And Self Employment Income	7-23
7-III.C.	Periodic Payments And Payments In Lieu Of Earnings.....	7-24
	Social Security/SSI Benefits.....	7-24
7-III.D.	Alimony Or Child Support	7-25
7-III.E.	Assets And Income From Assets.....	7-26
	Assets Disposed of for Less than Fair Market Value	7-26
7-III.F.	Net Income From Rental Property.....	7-26
7-III.G.	Retirement Accounts	7-27
7-III.H.	Income From Excluded Sources	7-27
7-III.I.	Zero Annual Income Status	7-27
7-III.J.	Student Financial Assistance	7-28
7-III.K.	Parental Income Of Students Subject To Eligibility Restrictions	7-29
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-30
7-IV.A.	Dependent And Elderly/Disabled Household Deductions	7-30

Administrative Plan -Table of Contents

Dependent Deduction	7-30
Elderly/Disabled Family Deduction	7-30
7-IV.B. Medical Expense Deduction	7-31
Amount of Expense	7-31
Eligible Household	7-32
Qualified Expenses	7-32
Unreimbursed Expenses	7-32
Expenses Incurred in Past Years.....	7-32
7-IV.C. Disability Assistance Expenses	7-33
Amount of Expense	7-33
Family Member is a Person with Disabilities.....	7-34
Family Member(s) Permitted to Work	7-34
Unreimbursed Expenses	7-34
7-IV.D. Child Care Expenses.....	7-35
Eligible Child.....	7-35
Unreimbursed Expense.....	7-35
Pursuing an Eligible Activity	7-36
Allowable Type of Child Care.....	7-37
Reasonableness of Expenses.....	7-37
Exhibit 7-1: Excerpt From HUD Verification Guidance Notice (PIH 2004-01, pp. 11-14)	7-38
Exhibit 7-2: Summary Of Documentation Requirements For Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-43

Chapter 8 HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart I and 24 CFR 982.507]

Chapter revised July 9, 2008

Chapters 10 & 11 merged and moved to chapter 8

PART I: PHYSICAL STANDARDS	8-2
8-I.A. General HUD Requirements.....	8-2
HUD Performance and Acceptability Standards	8-2
Tenant Preference Items	8-2
Modifications to Provide Accessibility	8-3
8-I.B. Additional Local Requirements.....	8-3
Thermal Environment [HCV GB p.10-7]	8-3
Clarifications of HUD Requirements	8-3
8-I.C. Life Threatening Conditions [24 CFR 982.404(a)]	8-5
8-I.D. Owner And Family Responsibilities [24 CFR 982.404]	8-7
Family Responsibilities	8-7
Owner Responsibilities.....	8-7
8-I.E. Special Requirements For Children With Environmental Intervention Blood Lead Level [24 CFR 35.1225].....	8-8

Administrative Plan -Table of Contents

	8-I.F. Violation Of HQS Space Standards [24 CFR 982.403]	8-8
PART II:	THE INSPECTION PROCESS	8-9
	8-II.A. Overview [24 CFR 982.405]	8-9
	Types of Inspections	8-9
	Inspection of PHA-owned Units [24 CFR 982.352(b)].....	8-9
	Inspection Costs.....	8-9
	Notice and Scheduling.....	8-10
	Attendance at inspections by owner and family.....	8-10
	8-II.B. Initial HQS Inspection [24 CFR 982.401(a)]	8-11
	Timing of Initial Inspections	8-11
	Inspection Results and Reinspections.....	8-11
	Utilities	8-12
	Appliances	8-12
	8-II.C. Annual HQS Inspections [24 CFR 982.405(a)].....	8-13
	Scheduling the Inspection.....	8-13
	8-II.D. Special Inspections [HCV GB p. 10-30]	8-13
	8-II.E. Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32].....	8-13
	8-II.F. Inspection Results And Reinspections For Units Under HAP Contract.....	8-14
	Notification of Corrective Actions	8-14
	Extensions.....	8-15
	Reinspections.....	8-15
	8-II.G. Enforcing Owner Compliance	8-16
	HAP Abatement.....	8-16
	HAP Contract Termination.....	8-16
	8-II.H. Enforcing Family Compliance With HQS [24 CFR 982.404(b)].....	8-16
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-17
	8-III.A. Overview.....	8-17
	PHA-owned Units [24 CFR 982.352(b)].....	8-17
	8-III.B. When Rent Reasonableness Determinations Are Required.....	8-18
	Owner-initiated Rent Determinations.....	8-18
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-18
	8-III.C. How Comparability Is Established	8-19
	Factors to Consider	8-19
	Units that Must Not be Used as Comparables	8-19
	Rents Charged for Other Units on the Premises	8-19
	8-III.D. PHA Rent Reasonableness Methodology.....	8-20
	How Market Data is Collected	8-20
	How Rents are Determined.....	8-20
	Exhibit 8-1: Overview Of HUD Housing Quality Standards.....	8-21
	Exhibit 8-2: Summary Of Tenant Preference Areas Related To Housing Quality	8-24

Chapter 9

Administrative Plan -Table of Contents

GENERAL LEASING POLICIES

Chapter revised July 9, 2008

9-I.A.	Tenant Screening	9-1
9-I.B.	Requesting Tenancy Approval [Form HUD-52517]	9-2
9-I.C.	Owner Participation	9-3
9-I.D.	Eligible Units	9-3
	Ineligible Units [24 CFR 982.352(a)].....	9-3
	PHA-Owned Units [24 CFR 982.352(b)]	9-3
	Special Housing Types [24 CFR 982 Subpart M]	9-3
	Duplicative Assistance [24 CFR 982.352(c)]	9-4
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401]	9-4
	Unit Size	9-4
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507]	9-4
	Rent Burden [24 CFR 982.508].....	9-5
9-I.E.	Lease And Tenancy Addendum.....	9-5
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-5
	Lease Information [24 CFR 982.308(d)]	9-5
	Term of Assisted Tenancy	9-6
	Security Deposit [24 CFR 982.313 (a) and (b)]	9-6
	Separate Non-Lease Agreements between Owner and Tenant.....	9-6
	PHA Review of Lease	9-7
9-I.F.	Tenancy Approval [24 CFR 982.305]	9-7
9-I.G.	HAP Contract Execution [24 CFR 982.305]	9-8
9-I.H.	Changes In Lease Or Rent [24 CFR 982.308].....	9-9

Chapter 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

Chapter revised July 12, 2005

Moved from chapter 13

PART I:	MOVING WITH CONTINUED ASSISTANCE	10-1
10-I.A.	Allowable Moves.....	10-1
10-I.B.	Restrictions On Moves	10-3
	Denial of Moves	10-3
	Restrictions on Elective Moves [24 CFR 982.314(c)].....	10-4
10-I.C.	Moving Process	10-5
	Notification	10-5
	Approval	10-5
	Reexamination of Family Income and Composition	10-5
	Voucher Issuance and Briefing.....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)]	10-6
PART II:	PORTABILITY	10-7
10-II.A.	Overview.....	10-7

Administrative Plan -Table of Contents

10-II.B.	Initial PHA Role	10-8
	Allowable Moves under Portability.....	10-8
	Determining Income Eligibility.....	10-9
	Reexamination of Family Income and Composition	10-9
	Briefing.....	10-9
	Voucher Issuance and Term	10-10
	Voucher Extensions and Expiration	10-10
	Initial Contact with the Receiving PHA	10-11
	Sending Documentation to the Receiving PHA	10-11
	Initial Billing Deadline [Notice PIH 2004-12]	10-12
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12]	10-12
	Annual Updates of Form HUD-50058	10-13
	Subsequent Family Moves.....	10-13
	Denial or Termination of Assistance [24 CFR 982.355(c)(9)].....	10-13
10-II.C.	Receiving PHA Role.....	10-14
	Initial Contact with Family.....	10-14
	Briefing.....	10-15
	Income Eligibility and Reexamination	10-15
	Voucher Issuance.....	10-16
	Notifying the Initial PHA	10-17
	Administering a Portable Family's Voucher	10-17
	Absorbing a Portable Family.....	10-20

Chapter 11

RECERTIFICATIONS/REEXAMINATIONS

Chapter revised February 1, 2006

Moved from chapter 12

A.	ANNUAL ACTIVITIES [24 CFR 982.516, 982.405]	11-1
B.	ANNUAL RECERTIFICATION/REEXAMINATION [24CFR 982.516]	11-2
	Moves Between Reexaminations.....	11-2
	Reexamination Notice to the Family	11-2
	Completion of Annual Recertification.....	11-2
	Collection of Information [24 CFR 982.516(f)]	11-3
	Failure to Respond to Notification to Recertify	11-3
	Documents Required From the Family.....	11-3
	Verification of Information.....	11-3
	Tenant Rent Increases.....	11-4
	Tenant Rent Decreases	11-4
C.	REPORTING INTERIM CHANGES [24 CFR 982.516]	11-4
	Interim Reexamination Policy.....	11-4
	Decreases in Income.....	11-5
	PHA Errors.....	11-5

Administrative Plan -Table of Contents

D.	OTHER INTERIM REPORTING ISSUES.....	11-5
E.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS [24 CFR 5.615].....	11-5
	Definition of Covered Family	11-6
	Definition of “Imputed Welfare Income”	11-6
	Verification Before Denying a Request to Reduce Rent	11-7
	Family Dispute of Amount of Imputed Welfare Income.....	11-7
F.	NOTIFICATION OF RESULTS OF RECERTIFICATIONS [HUD Notice PIH 98-6]	
G.	TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS) [24 CFT 82.516(c)	11-7
	Standard for Timely Reporting of Changes	11-7
	Procedures when the Change is Reported in Timely Manner.....	11-8
	Procedures when the Change is Not Reported by the Family in Timely Manner	11-8
	Procedures when the Change is Not Processed by the PHA in a Timely Manner.....	11-8
H.	CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES [24 CFR 982.516(c)].....	11-9
I.	CONTINUANCE OF ASSISTANCE FOR “MIXED” FAMILIES[24 CFR 5.518].....	11-9
J.	MISREPRESENTATION OF FAMILY CIRCUMSTANCES.....	11-9
	Reserved page`	11-10

Chapter 12

DENIAL OR TERMINATION OF ASSISTANCE

Chapter revised July 12, 2005

Moved from chapter 15

PART I:	GROUNDS FOR TERMINATION OF ASSISTANCE	12-1
	12-I.A. Overview.....	12-1
	12-I.B. Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
	12-I.C. Family Chooses To Terminate Assistance	12-2
	12-I.D. Mandatory Termination Of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2)]	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)].....	12-3
	Failure to Provide Social Security Documentation [24 CFR 5.218(c)].....	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)]	12-3
	Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]	12-3
	12-I.E. Mandatory Policies And Other Authorized Terminations.....	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-4
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c)].....	12-6
PART II:	APPROACH TO TERMINATION OF ASSISTANCE.....	12-9
	12-II.A. Overview.....	12-9

Administrative Plan -Table of Contents

12-II.B.	Method Of Termination [24 CFR 982.552(a)(3)].....	12-9
12-II.C.	Alternatives To Termination Of Assistance	12-9
	Change in Household Composition.....	12-9
	Repayment of Family Debts	12-9
12-II.D.	Criteria For Deciding To Terminate Assistance.....	12-10
	Evidence	12-10
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]	12-10
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	12-11
12-II.E.	Termination Notice [HCV GB, p. 15-7].....	12-11
	Notice of Termination Based on Citizenship Status	
	[24 CFR 5.514 (c) and (d)]	12-12
12-II.F.	How Termination Of Assistance Affects The HAP Contract	
	And Lease	12-12
PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-13
12-III.A.	Overview.....	12-13
12-III.B.	Grounds For Owner Termination Of Tenancy [24 CFR 982.310	
	and Form HUD-52641-A, Tenancy Addendum].....	12-13
	Serious or Repeated Lease Violations	12-13
	Violation of Federal, State, or Local Law	12-13
	Criminal Activity or Alcohol Abuse.....	12-13
	Other Good Cause.....	12-14
12-III.C.	Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A,	
	Tenancy Addendum]	12-15
12-III.D.	Deciding Whether To Terminate Tenancy [24 CFR 982.310(h)]	12-16
12-III.E.	Effect Of Termination Of Tenancy On The Family's Assistance	12-16
Exhibit 12-1:	Statement Of Family Obligations.....	12-17

**Chapter 13
OWNERS**

Moved from Chapter 16 on July 8, 2008

PART I:	OWNERS IN THE HCV PROGRAM	13-2
13-I.A.	Owner Recruitment And Retention [HCV GB, pp. 2-4 to 2-6].....	13-2
	Recruitment.....	13-2
	Retention.....	13-3
13-I.B.	Basic HCV Program Requirements	13-4
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-6
13-I.D.	Owner Qualifications.....	13-7
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]... ..	13-7
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2]	13-7
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19]	13-7
	Owner Actions That May Result in Disapproval of a Tenancy	
	Request [24 CFR 982.306(c)].....	13-9
	Legal Ownership of Unit	13-10

Administrative Plan -Table of Contents

	13-I.E. Non-Discrimination [HAP Contract – Form HUD-52641]	13-10
PART II:	HAP CONTRACTS.....	13-11
	13-II.A. Overview.....	13-11
	13-II.B. HAP Contract Contents	13-12
	13-II.C. HAP Contract Payments	13-14
	General.....	13-14
	Owner Certification of Compliance.....	13-14
	Late HAP Payments [24 CFR 982.451(a)(5)]	13-15
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-15
	13-II.D. Breach Of HAP Contract [24 CFR 982.453].....	13-16
	13-II.E. HAP Contract Term And Terminations.....	13-17
13-II.F. Change In Ownership / Assignment Of The HAP Contract [HUD-52641].....	13-19	

This is currently an addendum to the Plan

Chapter 14 PROGRAM INTEGRITY

PART A:	<u>CRITERIA FOR INVESTIGATION OF SUSPECTED PROGRAM ABUSE</u> ...	14-2
	Referrals, Complaints, or Tips.....	14-2
	Internal File Review	14-2
	Verification of Documentation	14-2
PART B:	<u>STEPS THE HA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD</u>	14-3
	Thing You Should Know	14-3
	Program Orientation Session	14-3
	Participant Counseling	14-3
	Review and explanation of Forms	14-3
	Participant Certification	14-3
PART C:	<u>STEPS THE HA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD</u>	14-4
	Quality Control File Reviews	14-4
	Observation	14-4
	Credit Bureau Inquires.....	14-4
PART D	<u>THE HA’S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD</u>	14-5
	File Review	14-5
	Conclusion of Preliminary Review.....	14-5
PART E:	<u>HOW THE HA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD</u>	14-6
	Credit Bureau Inquires.....	14-6
	Verification of Credit.....	14-6
	Employers and Ex-Employers	14-6
	Neighbors/Witnesses.....	14-6
	Other Agencies.....	14-6
	Public Records	14-6
	Interviews with Head of Household or Family Members.....	14-6

Administrative Plan -Table of Contents

PART F:	<u>PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE HA</u>	14-7
PART G:	<u>CONCLUSION OF THE HA’S INVESTIGATIVE REVIEW</u>	14-7
PART H:	<u>EVALUATION OF THE FINDINGS</u>	14-7
PART I:	<u>ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED</u>	14-8
	Procedural Non-compliance.....	14-8
	Warning Notice to the Family.....	14-8
	Procedural Non-Compliance-Overpaid Assistance	14-8
	Intentional Misrepresentations.....	14-9
	Dispositions of Cases involving Misrepresentations	14-10
	Criminal prosecution.....	14-10
	Administrative Remedies.....	14-10

**Chapter 15
SPECIAL HOUSING TYPES**

[24 CFR 982 Subpart M]

Amended HOP Policy July 6, 2011 (require participation in FSS and Increased savings requirement to \$2000

A.	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605]	15-2
	Overview.....	15-2
	SRO Rent and Housing Assistance Payment.....	15-2
	Housing Quality Standards.....	15-2
B.	CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-3
	Overview.....	15-3
	Congregate Housing Lease and HAP Contract.....	15-3
	Housing Quality Standards.....	15-3
C.	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4]	15-4
	Overview.....	15-4
	Group Home Lease and HAP Contract.....	15-4
	Group Home Rent and HAP Contract.....	15-4
	Maximum Subsidy.....	15-5
	Utility Allowance.....	15-5
	Housing Quality Standards.....	15-5
D.	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-6
	Overview.....	15-6
	Occupancy.....	15-6
	Rent and HAP Contract.....	15-6

Administrative Plan -Table of Contents

	Maximum Subsidy.....	15-7
	Utility Allowance.....	15-7
	Housing Quality Standards.....	15-7
E.	COOPERATIVE HOUSING [24 CFR 982.619].....	15-8
	Overview.....	15-8
	Payment Standard, Utility Allowance And HAP Calculation.....	15-8
	Housing Quality Standards.....	15-8
F.	MANUFACTURED HOMES [24 CFR 982.620 through 982.624]	15-9
	Housing Quality Standards [24 CFR 982.621]	15-9
	Manufactured Home Space Rental [24 CFR 982.622]	15-9
	Reasonable Rent.....	15-10
	Housing Assistance Payments for Manufactured Home Space [24CFR 982.623]	
	HAP for the Voucher Tenancy.....	15-10
	Subsidy Calculation for the Voucher Program	15-10
	Utility Allowance Schedule for Manufactured Home Space Rental [24 CFR 982.624].....	15-12
G.	HOMEOWNERSHIP [24 CFR 982.625].....	15-13
	General Provision.....	15-13
	Family Eligibility Requirements [24 CFR 982.627].....	15-13
	Homeownership Counseling Requirements [24 CFR 982.630]	15-16
	Eligible Units [24 CFR 982.628].....	15-17
	VSHA Search and Purchase Requirements [24 CFR 982.629]	15-18
	Inspection and Contract [24 CFR 982.631]	15-18
	Financing [24 CFR 982.632]	15-19
	Continued Assistance [24 CFR 982.633].....	15-18
	Maximum Term of Homeownership Assistance [24 CFR 982.634].....	15-21
	Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]	15-21
	Portability [24 CFR 982.636, 982.353(b) and (c), 982.552, 982.553].....	15-22
	Moving With Continued Assistance [24 CFR 982.637].....	15-23
	Denial or Termination of Assistance [24 CFR 982.638].....	15-23
	Recapture of Homeownership Assistance [24 CFR 982.640]	15-23

Administrative Plan -Table of Contents

Pilot Program for Homeownership Assistance for Disabled Families [CFR 982.642]	15-24
---	-------

Chapter 16 PROGRAM ADMINISTRATION

Chapter updated July 9, 2008

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]	16-2
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES	16-3
16-II.A.	Overview.....	16-3
16-II.B.	Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-3
	Updating Payment Standards.....	16-4
	Exception Payment Standards [982.503(c)]	16-5
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii)]	16-5
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-6
	Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)]	16-6
16-II.C.	Utility Allowances [24 CFR 982.517].....	16-7
	Air Conditioning.....	16-7
	Reasonable Accommodation	16-7
	Utility Allowance Revisions.....	16-7
PART III:	INFORMAL REVIEWS AND HEARINGS	16-8
16-III.A.	Overview.....	16-8
16-III.B.	Informal Reviews.....	16-8
	Decisions Subject to Informal Review	16-8
	Notice to the Applicant [24 CFR 982.554(a)]	16-9
	Scheduling an Informal Review	16-9
	Informal Review Procedures [24 CFR 982.554(b)]	16-9
	Informal Review Decision [24 CFR 982.554(b)].....	16-10
16-III.C.	Informal Hearings For Participants [24 CFR 982.555]	16-11
	Decisions Subject to Informal Hearing.....	16-11
	Informal Hearing Procedures.....	16-13
16-III.D.	Hearing And Appeal Provisions For Non-Citizens [24 CFR 5.514]	16-19
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]	16-19
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-20
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]	16-20
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)]	16-22
	Retention of Documents [24 CFR 5.514(h)]	16-22
PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-23

Administrative Plan -Table of Contents

16-IV.A. Overview.....	16-23
16-IV.B. Repayment Policy.....	16-24
Owner Debts to the PHA.....	16-24
Family Debts to the PHA.....	16-24
Repayment Agreement [24 CFR 792.103].....	16-24
Repayment Agreement Guidelines.....	16-24
PART V: MANAGEMENT ASSESSMENT (SEMAP).....	16-26
16-V.A. Overview.....	16-26
16-V.B. SEMAP Certification [24 CFR 985.101].....	16-27
HUD Verification Method.....	16-27
16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648].....	16-28
SEMAP Indicators Chart.....	16-28
PART VI: RECORD KEEPING.....	16-32
16-VI.A. Overview.....	16-32
16-VI.B. Record Retention [24 CFR 982.158].....	16-32
16-VI.C. Records Management.....	16-33
Privacy Act Requirements [24 CFR 5.212 and Form-9886].....	16-33
Upfront Income Verification (UIV) Records.....	16-33
Criminal Records.....	16-33
Medical/Disability Records.....	16-34
PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-35
16-VII.A. Overview.....	16-35
16-VII.B. Reporting Requirement [24 CFR 35.1225(e)].....	16-35
16-VII.C. Data Collection And Record Keeping [24 CFR 35.1225(f)].....	16-35
PART VIII: DETERMINATION OF INSUFFICIENT FUNDING.....	16-36
16-VIII.A. Overview.....	16-36
16-VIII.B. Methodology.....	16-36

Chapter 17

PROJECT-BASED VOUCHERS

Chapter updated September 27, 2006

Chapter moved from chapter 20

PART A: GENERAL REQUIREMENTS (CFR Reference 983.1-983.10).....	17-1
Description of PBV Program.....	17-1
PART B: SELECTION OF PBV OWNER PROPOSALS (CFR Reference 983.51-983.59). ..	17-2
Public Notice of VSHA request for PBV Proposals.....	17-2
Notice of Owner Selection.....	17-2
Selection of PBV proposals previously selected through a non-PBV competition.....	17-2
Submission Requirements of PBV proposal submitted under a competitive RFP.....	17-3
Prohibition of assistance for ineligible housing.....	17-4
Prohibition of excess public assistance.....	17-4
Cap on number of PBV units in each building and “excepted” units.....	17-5

Administrative Plan -Table of Contents

	Families receiving supportive services	17-5
	Monitoring family receipt of services.....	17-5
PART C:	DWELLING UNITS (CFR Reference 983.101-983.103).....	17-6
	Housing Quality Standards	17-6
	Lead-based paint requirements	17-6
	Housing accessibility for persons with disabilities.....	17-6
	Design and Construction requirements.....	17-6
PART D:	REQUIREMENTS FOR REHABILITATED AND NEWLY CONSTRUCTED	
	UNITS (CFR Reference 983.151-983.209).....	17-6
PART E:	HOUSING ASSISTANCE PAYMENTS CONTRACT	
	(CFR Reference 983.151-983.156).....	17-6
	HAP Contract Information.....	17-6
	When the HAP contract is executed	17-7
	Existing housing.....	17-7
	Newly constructed or rehabilitated housing	17-7
	Term of the HAP contract.....	17-7
	Extension of the HAP contract	17-7
	Termination of the HAP contract-insufficient funding.....	17-7
	Termination of the HAP contract by the owner-reduction below	
	initial rent.....	17-7
	HAP contract amendments (to add or substitute contract units).....	17-7
	Amendment to add contract units	17-7
PART F:	OCCUPANCY (24 CFR 983.251-983-261).....	17-8
	How participants are selected	17-8
	Income Targeting.....	17-8
	Units with accessibility features	17-8
	Offer of PBV assistance.....	17-8
	The Application Process	17-8
	Tenant Eligibility	17-9
	Time frames	17-10
	Lease and Housing Assistance Payments Contract	17-10
	Inspection	17-10
	Vacancy claims and the submission of claim forms.....	17-10
	Rent Adjustments and Reexams	17-11
	Moves	17-11
	A tenant's right to continued assistance	17-11
Attachment	A: PBV Program regulations	
	B: Subsidy layering review checklist	
	C: HAP Contract	
	D: Tenant eligibility checklist	
	E: Owner/agent preoccupancy meeting checklist	
	F: Vacancy claim form	