

Administrative Plan -Table of Contents

Introduction ABOUT THE REFERENCES CITED IN THE 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 | 1-5 |
| | 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 |
| | Mandatory vs. Discretionary Policy | 1-14 |
| | 1-III.C. Organization Of The Plan..... | 1-14 |
| | 1-III.D. Updating And Revising The Plan..... | 1-14 |

Administrative Plan -Table of Contents

**Chapter 2
FAIR HOUSING AND EQUAL OPPORTUNITY**

| | | |
|--------------|---|------|
| PART I: | NONDISCRIMINATION..... | 2-3 |
| 2-I.A. | Overview..... | 2-3 |
| 2-I.B. | Nondiscrimination | 2-5 |
| | Providing Information to Families and Owners | 2-6 |
| | Discrimination Complaints..... | 2-6 |
| PART II: | POLICIES RELATED TO PERSONS WITH DISABILITIES..... | 2-7 |
| 2-II.A. | Overview..... | 2-7 |
| 2-II.B. | Definition Of Reasonable Accommodation..... | 2-8 |
| | Types of Reasonable Accommodations..... | 2-8 |
| 2-II.C. | Request for an Accommodation | 2-9 |
| 2-II.D. | Verification of Disability | 2-10 |
| 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]. | 2-11 |
| 2-II.F. | Program Accessibility for Persons with Hearing or Vision Impairments | 2-12 |
| 2-II.G. | Physical Accessibility | 2-13 |
| 2-II.H. | Denial or Termination of Assistance | 2-14 |
| PART III: | IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)..... | 2-15 |
| 2-III.A. | Overview..... | 2-15 |
| 2-III.B. | Oral Interpretation | 2-15 |
| 2-III.C. | Written Translation..... | 2-15 |
| 2-III.D. | Implementation Plan..... | 2-15 |
| Exhibit 2-1: | Definition Of A Person With A Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201]..... | 2-17 |

Administrative Plan -Table of Contents

Chapter 3 ELIGIBILITY

| | | |
|---------|--|------|
| PART I: | DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS | 3-2 |
| 3-I.A. | Overview..... | 3-3 |
| 3-I.B. | Family And Household [24 CFR 982.201(c), HUD-50058 IB, p. 13] ... | 3-3 |
| | Family | 3-3 |
| | Household..... | 3-3 |
| 3-I.C. | Family Break-Up And Remaining Member Of Tenant Family..... | 3-4 |
| | Family Break-up [24 CFR 982.315]..... | 3-4 |
| | Remaining Member of a Tenant Family [24 CFR 5.403] | 3-4 |
| 3-I.D. | Head Of Household [24 CFR 5.504(b)] | 3-5 |
| 3-I.E. | Spouse, Cohead, And Other Adult | 3-5 |
| 3-I.F. | Dependent [24 CFR 5.603]..... | 3-6 |
| | Joint Custody of Dependents | 3-6 |
| 3-I.G. | Full-Time Student [24 CFR 5.603, HVC GB p. 5-29] | 3-6 |
| 3-I.H. | Elderly And Near-Elderly Persons, And Elderly Family [24 CFR 5.100 and 5.403] | 3-6 |
| | Elderly Persons | 3-6 |
| | Near-Elderly Persons | 3-6 |
| | Elderly Family | 3-6 |
| 3-I.I. | Persons With Disabilities And Disabled Family [24 CFR 5.403] | 3-7 |
| | Persons with Disabilities..... | 3-7 |
| | Disabled Family..... | 3-7 |
| 3-I.J. | Guests [24 CFR 5.100] | 3-7 |
| 3-I.K. | Foster Children And Foster Adults..... | 3-8 |
| 3-I.L. | Absent Family Members..... | 3-8 |
| | Definitions of Temporarily and Permanently Absent..... | 3-8 |
| | Absent Students | 3-8 |
| | Absences Due to Placement in Foster Care [24 CFR 5.403]..... | 3-9 |
| | Absent Head, Spouse, or Cohead | 3-9 |
| | Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] | 3-9 |
| | Return of Permanently Absent Family Members | 3-9 |
| 3-I.M. | Live-In Aide..... | 3-10 |

Administrative Plan -Table of Contents

| | | |
|-----------|--|------|
| PART II: | BASIC ELIGIBILITY CRITERIA..... | 3-11 |
| 3-II.A. | Income Eligibility And Targeting..... | 3-11 |
| | Income Limits..... | 3-11 |
| | Types of Low-Income Families [24 CFR 5.603(b)]..... | 3-11 |
| | Using Income Limits for Eligibility [24 CFR 982.201]..... | 3-11 |
| | Using Income Limits for Targeting [24 CFR 982.201]..... | 3-12 |
| 3-II.B. | Citizenship Or Eligible Immigration Status [24 CFR 5, Subpart E] | 3-13 |
| | Declaration [24 CFR 5.508] | 3-13 |
| | Mixed Families | 3-14 |
| | Ineligible Families [24 CFR 5.514(d), (e), and (f)]..... | 3-14 |
| | Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)] | 3-15 |
| 3-II.C. | Social Security Numbers [24 CFR 5.216 and 5.218] | 3-15 |
| 3-II.D. | Family Consent To Release Of Information [24 CFR 5.230, HCV GB, p. 5-13]..... | 3-16 |
| 3-II.E. | Students Enrolled In Institutions Of Higher Education [24 CFR 5.612 and FR Notice 4/10/06]..... | 3-17 |
| | Definitions | 3-17 |
| | Determining Student Eligibility..... | 3-19 |
| PART III: | DENIAL OF ASSISTANCE | 3-21 |
| 3-III.A. | Overview..... | 3-21 |
| | Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] | 3-21 |
| | Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162] | 3-21 |
| 3-III.B. | Mandatory Denial Of Assistance [24 CFR 982.553(a)] | 3-22 |
| 3-III.C. | Other Permitted Reasons For Denial Of Assistance..... | 3-23 |
| | Criminal Activity [24 CFR 982.553]..... | 3-23 |
| | Previous Behavior in Assisted Housing [24 CFR 982.552(c)]..... | 3-24 |
| 3-III.D. | Screening | 3-25 |
| | Screening for Eligibility | 3-25 |
| | Screening for Suitability as a Tenant [24 CFR 982.307]..... | 3-26 |
| 3-III.E. | Criteria For Deciding To Deny Assistance..... | 3-27 |
| | Evidence [24 CFR 982.553(c)]..... | 3-27 |
| | Consideration of Circumstances [24 CFR 982.552(c)(2)]..... | 3-27 |
| | Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)] | 3-28 |
| | Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] | 3-28 |
| 3-III.F. | Notice Of Eligibility Or Denial | 3-29 |

Administrative Plan -Table of Contents

| | |
|---|------|
| 3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking [Pub.L. 109-162]..... | 3-30 |
| Definitions | 3-30 |
| Notification and Victim Documentation | 3-31 |
| Perpetrator Removal or Documentation of Rehabilitation | 3-32 |
| PHA Confidentiality Requirements..... | 3-32 |
| Exhibit 3-1: Detailed Definitions Related To Disabilities | 3-33 |
| Person with Disabilities [24 CFR 5.403]..... | 3-33 |
| Individual with Handicaps [24 CFR 8.3]..... | 3-35 |
| Exhibit 3-2: Definition Of Institution Of Higher Education..... | 3-36 |
| 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] | 3-37 |

Administrative Plan -Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I: THE APPLICATION PROCESS 4-2

- 4-I.A. Overview..... 4-3
- 4-I.B. Applying For Assistance [HCV GB, pp. 4-11 – 4-16] 4-3
- 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] 4-4
 - Limited English Proficiency 4-4
- 4-I.D. Placement On The Waiting List 4-4
 - Ineligible for Placement on the Waiting List..... 4-5
 - Eligible for Placement on the Waiting List 4-5

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]..... 4-7
- 4-II.E. Reporting Changes In Family Circumstances 4-8
- 4-II.F. Updating The Waiting List [24 CFR 982.204]..... 4-8
 - 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
 - Income Targeting Requirement [24 CFR 982.201(b)(2)]..... 4-12
 - Order of Selection..... 4-13
- 4-III.D. Notification Of Selection..... 4-14
- 4-III.E. The Application Interview 4-14
- 4-III.F. Completing The Application Process 4-16

Administrative Plan -Table of Contents

**Chapter 5
BRIEFINGS AND VOUCHER ISSUANCE**

| | | |
|-----------------|--|------------|
| 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..... | 5-8 |
| 5-II.A. | Overview..... | 5-8 |
| 5-II.B. | Determining Family Unit (Voucher) Size [24 CFR 982.402] | 5-8 |
| 5-II.C. | Exceptions To Subsidy Standards | 5-10 |
| 5-II.D. | Voucher Issuance [24 CFR 982.302]..... | 5-10 |
| 5-II.E. | Voucher Term, Extensions, And Suspensions..... | 5-12 |
| | Voucher Term [24 CFR 982.303]..... | 5-12 |
| | Extensions of Voucher Term [24 CFR 982.303(b)] | 5-12 |
| | Suspensions of Voucher Term [24 CFR 982.303(c)] | 5-13 |
| | Expiration of Voucher Term..... | 5-13 |

Administrative Plan -Table of Contents

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

| | | |
|---------|--|------|
| 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..... | 6-5 |
| 6-I.C. | Anticipating Annual Income | 6-7 |
| | Basis of Annual Income Projection | 6-7 |
| 6-I.D. | Earned Income | 6-9 |
| | Types of Earned Income Included in Annual Income | 6-9 |
| | Types of Earned Income <u>Not</u> Counted in Annual Income | 6-9 |
| 6-I.E. | Earned Income Disallowance For Persons With Disabilities [24 CFR 5.617] | 6-12 |
| | Eligibility | 6-12 |
| | Calculation of the Disallowance..... | 6-13 |
| 6-I.F. | Business Income [24 CFR 5.609(b)(2)]..... | 6-14 |
| | Business Expenses | 6-14 |
| | Business Expansion | 6-14 |
| | Capital Indebtedness..... | 6-14 |
| | Negative Business Income..... | 6-15 |
| | Withdrawal of Cash or Assets from a Business..... | 6-15 |
| | Co-owned Businesses | 6-15 |
| 6-I.G. | Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)] | 6-16 |
| | Overview..... | 6-16 |
| | General Policies | 6-16 |
| | Types of Assets..... | 6-20 |
| 6-I.H. | Periodic Payments | 6-24 |
| | Periodic Payments <u>Included</u> in Annual Income..... | 6-24 |
| | Lump-Sum Payments for the Delayed Start of a Periodic Payment | 6-24 |
| | Periodic Payments <u>Excluded</u> from Annual Income..... | 6-24 |
| 6-I.I. | Payments In Lieu Of Earnings..... | 6-25 |
| 6-I.J. | Welfare Assistance | 6-25 |
| | Overview..... | 6-25 |
| | Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] | 6-25 |

Administrative Plan -Table of Contents

| | | |
|----------|--|------|
| 6-I.K. | Periodic And Determinable Allowances [24 CFR 5.609(b)(7)] | 6-26 |
| | Alimony and Child Support..... | 6-26 |
| | Regular Contributions or Gifts | 6-26 |
| 6-I.L. | Student Financial Assistance [24 CFR 5.609(b)(9)]..... | 6-27 |
| | Student Financial Assistance Included in Annual Income [24 CFR 5.609(b)(9) and FR 4/10/06]..... | 6-27 |
| | Student Financial Assistance Excluded from Annual Income [24 CFR 5.609(c)(6)]..... | 6-28 |
| 6-I.M. | Additional Exclusions From Annual Income | |
| PART II: | ADJUSTED INCOME..... | 6-30 |
| 6-II.A. | Introduction..... | 6-30 |
| | Overview..... | 6-30 |
| | Anticipating Expenses | 6-30 |
| 6-II.B. | Dependent Deduction | 6-31 |
| 6-II.C. | Elderly Or Disabled Family Deduction | 6-31 |
| 6-II.D. | Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] | 6-31 |
| | Definition of <i>Medical Expenses</i> | 6-31 |
| | Summary of Allowable Medical Expenses from IRS Publication 502 | 6-31 |
| | Families That Qualify for Both Medical and Disability Assistance Expenses | 6-32 |
| 6-II.E. | Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] | 6-32 |
| | Earned Income Limit on the Disability Assistance Expense Deduction..... | 6-32 |
| | Eligible Disability Expenses..... | 6-33 |
| | Necessary and Reasonable Expenses..... | 6-34 |
| | Families That Qualify for Both Medical and Disability Assistance Expenses | 6-34 |
| 6-II.F. | Child Care Expense Deduction..... | 6-34 |
| | Clarifying the Meaning of <i>Child</i> for This Deduction | 6-34 |
| | Qualifying for the Deduction..... | 6-35 |
| | Earned Income Limit on Child Care Expense Deduction | 6-35 |
| | Eligible Child Care Expenses | 6-36 |

Administrative Plan -Table of Contents

PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY 6-38

6-III.A. Overview Of Rent And Subsidy Calculations 6-38

 TTP Formula [24 CFR 5.628] 6-38

 Family Share [24 CFR 982.305(a)(5)]..... 6-38

 PHA Subsidy [24 CFR 982.505(b)]..... 6-39

 Utility Reimbursement [24 CFR 982.514(b)]..... 6-39

6-III.B. Financial Hardships Affecting Minimum Rent [24 CFR 5.630] 6-39

 Overview..... 6-39

 HUD-Defined Financial Hardship..... 6-39

 Implementation of Hardship Exemption 6-40

6-III.C. Applying Payment Standards [24 CFR 982.505] 6-42

 Overview..... 6-42

 Changes in Payment Standards..... 6-42

 Reasonable Accommodation 6-43

6-III.D. Applying Utility Allowances [24 CFR 982.517]..... 6-44

 Overview..... 6-44

 Reasonable Accommodation 6-44

 Utility Allowance Revisions..... 6-44

6-III.E. Prorated Assistance For Mixed Families [24 CFR 5.520]..... 6-44

Exhibit 6-1: Annual Income Inclusions 6-45

 HHS Definition Of "Assistance" 6-46

Exhibit 6-2: Annual Income Exclusions 6-48

Exhibit 6-3: Treatment Of Family Assets 6-51

Exhibit 6-4: Earned Income Disallowance For Persons With Disabilities 6-52

Exhibit 6-5: The Effect Of Welfare Benefit Reduction 6-54

Administrative Plan -Table of Contents

**Chapter 7
VERIFICATION**

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

| | | |
|-----------------|---|------|
| 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 | 7-2 |
| 7-I.C. | Up-Front Income Verification (UIV) | 7-3 |
| | Use of HUD’s Enterprise Income Verification (EIV) System | 7-4 |
| 7-I.D. | Third-Party Written And Oral Verification | 7-6 |
| | Reasonable Effort and Timing..... | 7-6 |
| | When Third-Party Information is Late | 7-7 |
| | When Third-Party Verification is Not Required | 7-7 |
| 7-I.E. | Review Of Documents..... | 7-8 |
| | Using Review of Documents as Verification | 7-8 |
| 7-I.F. | Self-Certification | 7-8 |
| PART II: | VERIFYING FAMILY INFORMATION | 7-9 |
| 7-II.A. | Verification Of Legal Identity | 7-9 |
| 7-II.B. | Social Security Numbers [24 CFR 5.216 and HCV GB, p. 5-12] | 7-10 |
| 7-II.C. | Documentation Of Age..... | 7-11 |
| 7-II.D. | Family Relationships | 7-12 |
| | Marriage..... | 7-12 |
| | Separation or Divorce | 7-12 |
| | Absence of Adult Member..... | 7-13 |
| | Foster Children and Foster Adults..... | 7-13 |
| 7-II.E. | Verification Of Student Status..... | 7-13 |
| | General Requirements | 7-13 |
| | Restrictions on Assistance to Students Enrolled in Institutions of Higher Education..... | 7-13 |
| 7-II.F. | Documentation Of Disability..... | 7-14 |
| | Family Members Receiving SSA Disability Benefits | 7-15 |
| | Family Members Not Receiving SSA Disability Benefits | 7-15 |
| 7-II.G. | Citizenship Or Eligible Immigration Status [24 CFR 5.508] | 7-16 |
| | Overview..... | 7-16 |
| | U.S. Citizens and Nationals | 7-16 |
| | Eligible Immigrants | 7-16 |
| 7-II.H. | Verification Of Preference Status | 7-17 |

Administrative Plan -Table of Contents

| | | |
|------------------|--|-------------|
| PART III: | VERIFYING INCOME AND ASSETS | 7-17 |
| | 7-III.A. Earned Income | 7-17 |
| | Tips | 7-17 |
| | 7-III.B. Business And Self Employment Income | 7-17 |
| | 7-III.C. Periodic Payments And Payments In Lieu Of Earnings | 7-18 |
| | Social Security/SSI Benefits..... | 7-18 |
| | 7-III.D. Alimony Or Child Support | 7-19 |
| | 7-III.E. Assets And Income From Assets | 7-20 |
| | Assets Disposed of for Less than Fair Market Value | 7-20 |
| | 7-III.F. Net Income From Rental Property..... | 7-20 |
| | 7-III.G. Retirement Accounts | 7-20 |
| | 7-III.H. Income From Excluded Sources | 7-21 |
| | 7-III.I. Zero Annual Income Status | 7-21 |
| | 7-III.J. Student Financial Assistance | 7-21 |
| | 7-III.K. Parental Income Of Students Subject To Eligibility Restrictions | 7-22 |
| PART IV: | VERIFYING MANDATORY DEDUCTIONS | 7-23 |
| | 7-IV.A. Dependent And Elderly/Disabled Household Deductions | 7-23 |
| | Dependent Deduction | 7-23 |
| | Elderly/Disabled Family Deduction | 7-23 |
| | 7-IV.B. Medical Expense Deduction | 7-23 |
| | Amount of Expense | 7-23 |
| | Eligible Household | 7-24 |
| | Qualified Expenses | 7-24 |
| | Unreimbursed Expenses | 7-24 |
| | Expenses Incurred in Past Years..... | 7-24 |
| | 7-IV.C. Disability Assistance Expenses | 7-24 |
| | Amount of Expense | 7-24 |
| | Family Member is a Person with Disabilities..... | 7-25 |
| | Family Member(s) Permitted to Work | 7-25 |
| | Unreimbursed Expenses | 7-25 |
| | 7-IV.D. Child Care Expenses..... | 7-26 |
| | Eligible Child..... | 7-26 |
| | Unreimbursed Expense..... | 7-26 |
| | Pursuing an Eligible Activity | 7-26 |
| | Allowable Type of Child Care..... | 7-27 |
| | Reasonableness of Expenses..... | 7-27 |
| Exhibit 7-1: | Excerpt From HUD Verification Guidance Notice (PIH 2004-01, pp. 11-14) | 7-28 |
| Exhibit 7-2: | Summary Of Documentation Requirements For Noncitizens [HCV GB, pp. 5-9 and 5-10]..... | 7-32 |

Administrative Plan -Table of Contents

**Chapter 8
HOUSING QUALITY STANDARDS AND RENT REASONABLENESS
DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

| | | |
|-----------------|---|------|
| 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..... | 8-4 |
| | Thermal Environment [HCV GB p.10-7]..... | 8-4 |
| | Clarifications of HUD Requirements..... | 8-4 |
| 8-I.C. | Life Threatening Conditions [24 CFR 982.404(a)]..... | 8-6 |
| 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]..... | 8-7 |
| 8-I.F. | Violation Of HQS Space Standards [24 CFR 982.403]..... | 8-7 |
| PART II: | THE INSPECTION PROCESS | 8-8 |
| 8-II.A. | Overview [24 CFR 982.405]..... | 8-8 |
| | Types of Inspections..... | 8-8 |
| | Inspection of PHA-owned Units [24 CFR 982.352(b)]..... | 8-8 |
| | Inspection Costs..... | 8-8 |
| | Notice and Scheduling..... | 8-9 |
| | Attendance at inspections by owner and family..... | 8-9 |
| 8-II.B. | Initial HQS Inspection [24 CFR 982.401(a)]..... | 8-10 |
| | Timing of Initial Inspections..... | 8-10 |
| | Inspection Results and Reinspections..... | 8-10 |
| | Utilities..... | 8-10 |
| | Appliances..... | 8-10 |
| 8-II.C. | Annual HQS Inspections [24 CFR 982.405(a)]..... | 8-11 |
| | Scheduling the Inspection..... | 8-11 |
| 8-II.D. | Special Inspections [HCV GB p. 10-30]..... | 8-11 |
| 8-II.E. | Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32]..... | 8-11 |
| 8-II.F. | Inspection Results And Reinspections For Units Under HAP Contract..... | 8-12 |
| | Notification of Corrective Actions..... | 8-12 |
| | Extensions..... | 8-12 |
| | Reinspections..... | 8-13 |
| 8-II.G. | Enforcing Owner Compliance..... | 8-14 |
| | HAP Abatement..... | 8-14 |
| | HAP Contract Termination..... | 8-14 |

Administrative Plan -Table of Contents

8-II.H. Enforcing Family Compliance With HQS [24 CFR 982.404(b)] 8-14

Administrative Plan -Table of Contents

| | | |
|--------------|--|------|
| PART III: | RENT REASONABLENESS [24 CFR 982.507]..... | 8-15 |
| 8-III.A. | Overview..... | 8-15 |
| | PHA-owned Units [24 CFR 982.352(b)]..... | 8-15 |
| 8-III.B. | When Rent Reasonableness Determinations Are Required..... | 8-15 |
| | Owner-initiated Rent Determinations..... | 8-15 |
| | PHA- and HUD-Initiated Rent Reasonableness Determinations ... | 8-16 |
| 8-III.C. | How Comparability Is Established..... | 8-17 |
| | Factors to Consider..... | 8-17 |
| | Units that Must Not be Used as Comparables..... | 8-17 |
| | Rents Charged for Other Units on the Premises..... | 8-17 |
| 8-III.D. | PHA Rent Reasonableness Methodology..... | 8-18 |
| | How Market Data is Collected..... | 8-18 |
| | How Rents are Determined..... | 8-18 |
| Exhibit 8-1: | Overview Of HUD Housing Quality Standards..... | 8-19 |
| Exhibit 8-2: | Summary Of Tenant Preference Areas Related To Housing Quality..... | 8-22 |

Administrative Plan -Table of Contents

**Chapter 9
GENERAL LEASING POLICIES**

| | | |
|--------|--|------|
| 9-I.A. | Tenant Screening | 9-1 |
| 9-I.B. | Requesting Tenancy Approval [Form HUD-52517] | 9-3 |
| 9-I.C. | Owner Participation | 9-4 |
| 9-I.D. | Eligible Units | 9-4 |
| | Ineligible Units [24 CFR 982.352(a)]..... | 9-4 |
| | PHA-Owned Units [24 CFR 982.352(b)] | 9-4 |
| | Special Housing Types [24 CFR 982 Subpart M] | 9-5 |
| | Duplicative Assistance [24 CFR 982.352(c)]..... | 9-5 |
| | Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] | 9-5 |
| | Unit Size | 9-6 |
| | Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507] | 9-6 |
| | Rent Burden [24 CFR 982.508]..... | 9-6 |
| 9-I.E. | Lease And Tenancy Addendum..... | 9-6 |
| | Lease Form and Tenancy Addendum [24 CFR 982.308]..... | 9-6 |
| | Lease Information [24 CFR 982.308(d)] | 9-7 |
| | Term of Assisted Tenancy | 9-7 |
| | Security Deposit [24 CFR 982.313 (a) and (b)] | 9-7 |
| | Separate Non-Lease Agreements between Owner and Tenant..... | 9-8 |
| | PHA Review of Lease | 9-9 |
| 9-I.F. | Tenancy Approval [24 CFR 982.305] | 9-10 |
| 9-I.G. | HAP Contract Execution [24 CFR 982.305] | 9-11 |
| 9-I.H. | Changes In Lease Or Rent [24 CFR 982.308]..... | 9-12 |

Administrative Plan -Table of Contents

Chapter 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

| | | |
|-----------------|---|-------|
| 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)]..... | 10-5 |
| 10-I.C. | Moving Process | 10-6 |
| | Notification..... | 10-6 |
| | Approval | 10-6 |
| | Reexamination of Family Income and Composition | 10-6 |
| | Voucher Issuance and Briefing..... | 10-6 |
| | Housing Assistance Payments [24 CFR 982.311(d)] | 10-7 |
| PART II: | PORTABILITY | 10-8 |
| 10-II.A. | Overview..... | 10-8 |
| 10-II.B. | Initial PHA Role | 10-9 |
| | Allowable Moves under Portability..... | 10-9 |
| | Determining Income Eligibility | 10-10 |
| | Reexamination of Family Income and Composition | 10-10 |
| | Briefing | 10-11 |
| | Voucher Issuance and Term | 10-12 |
| | Voucher Extensions and Expiration | 10-12 |
| | Initial Contact with the Receiving PHA | 10-12 |
| | Sending Documentation to the Receiving PHA | 10-13 |
| | Initial Billing Deadline [Notice PIH 2004-12] | 10-14 |
| | Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12] | 10-14 |
| | Annual Updates of Form HUD-50058 | 10-15 |
| | Subsequent Family Moves..... | 10-15 |
| | Denial or Termination of Assistance [24 CFR 982.355(c)(9)]..... | 10-15 |
| 10-II.C. | Receiving PHA Role..... | 10-16 |
| | Initial Contact with Family | 10-16 |
| | Briefing | 10-17 |
| | Income Eligibility and Reexamination | 10-17 |
| | Voucher Issuance..... | 10-18 |
| | Notifying the Initial PHA | 10-19 |
| | Administering a Portable Family’s Voucher | 10-19 |
| | Absorbing a Portable Family | 10-21 |

Administrative Plan -Table of Contents

**Chapter 11
REEXAMINATIONS**

| | | |
|-----------|--|-------|
| PART I: | ANNUAL REEXAMINATIONS [24 CFR 982.516]..... | 11-1 |
| 11-I.A. | Overview..... | 11-1 |
| 11-I.B. | Scheduling Annual Reexaminations..... | 11-2 |
| | Notification of and Participation in the Annual Reexamination Process..... | 11-2 |
| 11-I.C. | Conducting Annual Reexaminations | 11-3 |
| 11-I.D. | Determining Ongoing Eligibility Of Certain Students [24 CFR 982.552(b)(5)]..... | 11-4 |
| 11-I.E. | Effective Dates..... | 11-5 |
| PART II: | INTERIM REEXAMINATIONS [24 CFR 982.516]..... | 11-6 |
| 11-II.A. | Overview..... | 11-6 |
| 11-II.B. | Changes In Family And Household Composition | 11-6 |
| | New Family Members <u>Not</u> Requiring Approval | 11-6 |
| | New Family and Household Members Requiring Approval | 11-7 |
| | Departure of a Family or Household Member..... | 11-7 |
| 11-II.C. | Changes Affecting Income Or Expenses | 11-8 |
| | PHA-Initiated Interim Reexaminations | 11-8 |
| | Family-Initiated Interim Reexaminations..... | 11-9 |
| 11-II.D. | Processing The Interim Reexamination..... | 11-10 |
| | Method of Reporting..... | 11-10 |
| | Effective Dates..... | 11-10 |
| PART III: | RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT | 11-12 |
| 11-III.A. | Overview..... | 11-12 |
| 11-III.B. | Changes In Payment Standards And Utility Allowances | 11-12 |
| | Payment Standards [24 CFR 982.505] | 11-12 |
| | Subsidy Standards [24 CFR 982.505(c)(4)] | 11-13 |
| | Utility Allowances [24 CFR 982.517(d)] | 11-13 |
| 11-III.C. | Notification Of New Family Share And HAP Amount..... | 11-13 |
| 11-III.D. | Discrepancies..... | 11-13 |

Administrative Plan -Table of Contents

**Chapter 12
TERMINATION OF ASSISTANCE AND TENANCY**

| | | |
|-----------------|--|-------------|
| PART I: | GROUND FORS 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), Pub.L. 109-162] | 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), Pub.L. 109-162]..... | 12-6 |
| PART II: | APPROACH TO TERMINATION OF ASSISTANCE..... | 12-8 |
| 12-II.A. | Overview..... | 12-8 |
| 12-II.B. | Method Of Termination [24 CFR 982.552(a)(3)]..... | 12-8 |
| 12-II.C. | Alternatives To Termination Of Assistance | 12-8 |
| | Change in Household Composition..... | 12-8 |
| | Repayment of Family Debts | 12-8 |
| 12-II.D. | Criteria For Deciding To Terminate Assistance..... | 12-9 |
| | Evidence | 12-9 |
| | Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]..... | 12-9 |
| | Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] | 12-10 |
| 12-II.E. | Terminating the Assistance of Domestic Violence, Dating Violence, or Stalking Victims and Perpetrators [Pub.L. 109-162, Pub.L. 109-271]..... | 12-11 |
| | Victim Documentation..... | 12-11 |
| | Terminating the Assistance of a Domestic Violence Perpetrator | 12-12 |
| | PHA Confidentiality Requirements..... | 12-12 |
| 12-II.F. | Termination Notice [HCV GB, p. 15-7]..... | 12-13 |
| | Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)] | 12-13 |
| 12-II.G. | How Termination Of Assistance Affects The HAP Contract And Lease | 12-14 |

Administrative Plan -Table of Contents

PART III: TERMINATION OF TENANCY BY THE OWNER..... 12-15

12-III.A. Overview..... 12-15

12-III.B. Grounds For Owner Termination Of Tenancy
[24 CFR 982.310 and Form HUD-52641-A,
Tenancy Addendum, Pub.L. 109-162] 12-15

 Serious or Repeated Lease Violations 12-15

 Violation of Federal, State, or Local Law 12-15

 Criminal Activity or Alcohol Abuse..... 12-15

 Other Good Cause..... 12-16

12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A,
Tenancy Addendum] 12-17

12-III.D. Deciding Whether To Terminate Tenancy
[24 CFR 982.310(h), Pub.L. 109-162] 12-18

12-III.E. Effect of Tenancy Termination on the Family’s Assistance 12-18

Exhibit 12-1: Statement Of Family Obligations..... 12-19

**Chapter 13
OWNERS**

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, Pub.L. 109-162]..... 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

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

Administrative Plan -Table of Contents

**Chapter 14
PROGRAM INTEGRITY**

PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE 14-2

14-I.A. Preventing Errors And Program Abuse 14-3

14-I.B. Detecting Errors And Program Abuse 14-3

Quality Control and Analysis of Data 14-3

Independent Audits and HUD Monitoring 14-3

Individual Reporting of Possible Errors and Program Abuse 14-3

14-I.C. Investigating Errors And Program Abuse..... 14-4

When the PHA Will Investigate 14-4

Consent to Release of Information [24 CFR 982.516] 14-4

Analysis and Findings..... 14-4

Consideration of Remedies..... 14-5

Notice and Appeals..... 14-5

PART II: CORRECTIVE MEASURES AND PENALTIES 14-6

14-II.A. Subsidy Under- Or Overpayments..... 14-6

Corrections..... 14-6

Reimbursement 14-6

14-II.B. Family-Caused Errors And Program Abuse 14-7

Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13] 14-7

PHA Reimbursement to Family [HCV GB p. 22-12]..... 14-7

Prohibited Actions 14-8

Penalties for Program Abuse 14-8

14-II.C. Owner-Caused Error Or Program Abuse..... 14-9

Owner Reimbursement to the PHA 14-9

Prohibited Owner Actions 14-9

Remedies and Penalties 14-10

14-II.D. PHA-Caused Errors Or Program Abuse 14-11

Repayment to the PHA 14-11

PHA Reimbursement to Family or Owner 14-11

Prohibited Activities 14-11

14-II.E. Criminal Prosecution 14-12

14-II.F. Fraud And Program Abuse Recoveries 14-13

Administrative Plan -Table of Contents

**Chapter 15
SPECIAL HOUSING TYPES
[24 CFR 982 Subpart M]**

| | | |
|-----------|--|-------|
| PART I: | SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605] | 15-2 |
| | 15-I.A. Overview..... | 15-2 |
| | 15-I.B. Payment Standard, Utility Allowance, And HAP Calculation | 15-2 |
| | 15-I.C. Housing Quality Standards (HQS) | 15-2 |
| PART II: | CONGREGATE HOUSING [24 CFR 982.606 through 982.609]..... | 15-4 |
| | 15-II.A. Overview..... | 15-4 |
| | 15-II.B. Payment Standard, Utility Allowance, And HAP Calculation | 15-5 |
| | 15-II.C. Housing Quality Standards | 15-5 |
| PART III: | GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4] | 15-6 |
| | 15-III.A. Overview..... | 15-6 |
| | 15-III.B. Payment Standard, Utility Allowance, And HAP Calculation | 15-6 |
| | 15-III.C. Housing Quality Standards | 15-7 |
| PART IV: | SHARED HOUSING [24 CFR 982.615 through 982.618]..... | 15-8 |
| | 15-IV.I. Overview..... | 15-8 |
| | 15-IV.B. Payment Standard, Utility Allowance And HAP Calculation | 15-8 |
| | 15-IV.C. Housing Quality Standards | 15-9 |
| PART V: | COOPERATIVE HOUSING [24 CFR 982.619]..... | 15-10 |
| | 15-V.A. Overview..... | 15-10 |
| | 15-V.B. Payment Standard, Utility Allowance And HAP Calculation | 15-10 |
| | 15-V.C. Housing Quality Standards | 15-10 |
| PART VI: | MANUFACTURED HOMES [24 CFR 982.620 through 982.624]..... | 15-11 |
| | 15-VI.A. Overview..... | 15-11 |
| | 15-VI.B. Special Policies For Manufactured Home Owners | |
| | Who Lease A Space..... | 15-11 |
| | Family Income | 15-11 |
| | Lease and HAP Contract | 15-11 |
| | 15-VI.C. Payment Standard, Utility Allowance And HAP Calculation | 15-12 |
| | Payment Standards..... | 15-12 |
| | Utility Allowance..... | 15-12 |
| | Space Rent | 15-12 |
| | Housing Assistance Payment..... | 15-12 |
| | Rent Reasonableness | 15-12 |
| | 15-VI.D. Housing Quality Standards | 15-13 |

Administrative Plan -Table of Contents

| | |
|--|-------|
| PART VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643]..... | 15-14 |
| 15-VII.A. Overview [24 CFR 982.625] | 15-14 |
| 15-VII.B. Family Eligibility [24 CFR 982.627]..... | 15-15 |
| 15-VII.C. Selection Of Families [24 CFR 982.626] | 15-16 |
| 15-VII.D. Eligible Units [24 CFR 982.628]..... | 15-16 |
| 15-VII.E. Additional PHA Requirements For Search And Purchase [24 CFR 982.629] | 15-17 |
| 15-VII.F. Homeownership Counseling [24 CFR 982.630] | 15-18 |
| 15-VII.G. Home Inspections, Contract Of Sale, And PHA Disapproval Of Seller [24 CFR 982.631]..... | 15-19 |
| Home Inspections | 15-19 |
| Contract of Sale | 15-19 |
| Disapproval of a Seller | 15-19 |
| 15-VII.H. Financing [24 CFR 982.632] | 15-20 |
| 15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] | 15-20 |
| 15-VII.J. Maximum Term Of Homeowner Assistance [24 CFR 982.634]..... | 15-21 |
| 15-VII.K. Homeownership Assistance Payments And Homeownership Expenses [24 CFR 982.635] | 15-21 |
| 15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] | 15-24 |
| 15-VII.M. Moving With Continued Assistance [24 CFR 982.637] | 15-24 |
| 15-VII.N. Denial Or Termination Of Assistance [24 CFR 982.638] | 15-25 |

Administrative Plan -Table of Contents

**Chapter 16
PROGRAM ADMINISTRATION**

| | | |
|-----------|--|-------|
| 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 | 16-9 |
| | 16-III.A. Overview..... | 16-9 |
| | 16-III.B. Informal Reviews..... | 16-9 |
| | Decisions Subject to Informal Review | 16-9 |
| | Notice to the Applicant [24 CFR 982.554(a)] | 16-10 |
| | Scheduling an Informal Review | 16-10 |
| | Informal Review Procedures [24 CFR 982.554(b)] | 16-10 |
| | Informal Review Decision [24 CFR 982.554(b)]..... | 16-11 |
| | 16-III.C. Informal Hearings For Participants [24 CFR 982.555, Pub.L. 109-162] | 16-12 |
| | Decisions Subject to Informal Hearing..... | 16-12 |
| | Informal Hearing Procedures..... | 16-14 |
| | 16-III.D. Hearing And Appeal Provisions For Non-Citizens [24 CFR 5.514] | 16-21 |
| | Notice of Denial or Termination of Assistance [24 CFR 5.514(d)] | 16-21 |
| | USCIS Appeal Process [24 CFR 5.514(e)]..... | 16-22 |
| | Informal Hearing Procedures for Applicants [24 CFR 5.514(f)] | 16-22 |
| | Informal Hearing Procedures for Residents [24 CFR 5.514(f)] | 16-24 |
| | Retention of Documents [24 CFR 5.514(h)] | 16-24 |

Administrative Plan -Table of Contents

PART IV: OWNER OR FAMILY DEBTS TO THE PHA 16-25
16-IV.A. Overview..... 16-25
16-IV.B. Repayment Policy 16-26
 Owner Debts to the PHA 16-26
 Family Debts to the PHA..... 16-26
 Repayment Agreement [24 CFR 792.103] 16-26
 Repayment Agreement Guidelines 16-26

PART V: MANAGEMENT ASSESSMENT (SEMAP) 16-28
16-V.A. Overview..... 16-28
16-V.B. SEMAP Certification [24 CFR 985.101]..... 16-29
 HUD Verification Method 16-29
16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] 16-30
 SEMAP Indicators Chart 16-30

PART VI: RECORD KEEPING 16-34
16-VI.A. Overview..... 16-34
16-VI.B. Record Retention [24 CFR 982.158] 16-34
16-VI.C. Records Management 16-35
 Privacy Act Requirements [24 CFR 5.212 and Form-9886] 16-35
 Upfront Income Verification (UIV) Records 16-35
 Criminal Records 16-36
 Medical/Disability Records 16-36

PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL..... 16-37
16-VII.A. Overview..... 16-37
16-VII.B. Reporting Requirement [24 CFR 35.1225(e)] 16-37
16-VII.C. Data Collection And Record Keeping [24 CFR 35.1225(f)] 16-37

PART VIII: DETERMINATION OF INSUFFICIENT FUNDING 16-38
16-VIII.A. Overview 16-38
16-VIII.B. Methodology 16-38

PART IX: NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)..... 16-39
16-IX.A. Notification to Participants [Pub.L. 109-162] 16-39
16-IX.B. Notification to Applicants 16-39
16-IX.C. Notification to Owners and Managers [Pub.L. 109-162] 16-39

Administrative Plan -Table of Contents

**Chapter 17
PROJECT-BASED VOUCHERS**

| | | |
|----------|---|-------|
| PART I: | GENERAL REQUIREMENTS | 17-3 |
| 17-I.A. | Overview [24 CFR 983.5] | 17-3 |
| 17-I.B. | Tenant-Based Vs. Project-Based Voucher Assistance [24 CFR 983.2] | 17-3 |
| 17-I.C. | Relocation Requirements [24 CFR 983.7]..... | 17-4 |
| 17-I.D. | Equal Opportunity Requirements [24 CFR 983.8] | 17-4 |
| PART II: | PBV OWNER PROPOSALS | 17-5 |
| 17-II.A. | Overview..... | 17-5 |
| 17-II.B. | Owner Proposal Selection Procedures [24 CFR 983.51]..... | 17-5 |
| | Solicitation and Selection of PBV Proposals [24 CFR 983.51(b) and (c)] | 17-6 |
| | PHA-owned Units [24 CFR 983.51(e) and 983.59] | 17-9 |
| | PHA Notice of Owner Selection [24 CFR 983.51(d)]..... | 17-10 |
| 17-II.C. | Housing Type [24 CFR 983.52] | 17-10 |
| 17-II.D. | Prohibition Of Assistance For Certain Units..... | 17-11 |
| | Ineligible Housing Types [24 CFR 983.53] | 17-11 |
| | Subsidized Housing [24 CFR 983.54] | 17-11 |
| 17-II.E. | Subsidy Layering Requirements [24 CFR 983.55]..... | 17-12 |
| 17-II.F. | Cap On Number Of PBV Units In Each Building | 17-12 |
| | 25 Percent per Building Cap [24 CFR 983.56(a)] | 17-12 |
| | Exceptions to 25 Percent per Building Cap [24 CFR 983.56(b)] | 17-13 |
| | Promoting Partially-Assisted Buildings [24 CFR 983.56(c)]..... | 17-13 |
| 17-II.G. | Site Selection Standards | 17-14 |
| | Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)]..... | 17-14 |
| | Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)]..... | 17-15 |
| | New Construction Site and Neighborhood Standards [24 CFR 983.57(e)]..... | 17-15 |
| 17-II.H. | Environmental Review [24 CFR 983.58] | 17-16 |

Administrative Plan -Table of Contents

PART III: DWELLING UNITS..... 17-17

 17-III.A. Overview..... 17-17

 17-III.B. Housing Quality Standards [24 CFR 983.101]..... 17-17

 Lead-based Paint [24 CFR 983.101(c)]..... 17-17

 17-III.C. Housing Accessibility For Persons With Disabilities..... 17-17

 17-III.D. Inspecting Units 17-18

 Pre-selection Inspection [24 CFR 983.103(a)] 17-18

 Pre-HAP Contract Inspections [24 CFR 983.103(b)]..... 17-18

 Turnover Inspections [24 CFR 983.103(c)]..... 17-18

 Annual Inspections [24 CFR 983.103(d)] 17-18

 Other Inspections [24 CFR 983.103(e)] 17-18

 Inspecting PHA-owned Units [24 CFR 983.103(f)]..... 17-18

PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS 17-19

 17-IV.A. Overview [24 CFR 983.151] 17-19

 17-IV.B. Agreement To Enter Into HAP Contract 17-19

 Content of the Agreement [24 CFR 983.152(c)] 17-19

 Execution of the Agreement [24 CFR 983.153] 17-20

 Labor Standards [24 CFR 983.154(b)] 17-20

 Equal Opportunity [24 CFR 983.154(c)]..... 17-20

 Owner Disclosure [24 CFR 983.154(d) and (e)] 17-20

 17-IV.D. Completion Of Housing..... 17-21

 Evidence of Completion [24 CFR 983.155(b)] 17-21

 PHA Acceptance of Completed Units [24 CFR 983.156]..... 17-21

PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) 17-23

 17-V.A. Overview..... 17-23

 17-V.B. HAP Contract Requirements 17-23

 Contract Information [24 CFR 983.203] 17-23

 Execution of the HAP Contract [24 CFR 983.204]..... 17-24

 Term of HAP Contract [24 CFR 983.205] 17-24

 Remedies for HQS Violations [24 CFR 983.207(b)] 17-25

 17-V.C. Amendments To The HAP Contract..... 17-26

 Substitution of Contract Units [24 CFR 983.206(a)]..... 17-26

 Addition of Contract Units [24 CFR 983.206(b)] 17-26

 17-V.D. HAP Contract Year, Anniversary And Expiration Dates
 [24 CFR 983.206(c) and 983.302(e)] 17-26

 17-V.E. Owner Responsibilities Under The HAP [24 CFR 983.209] 17-27

 17-V.F. Additional HAP Requirements 17-28

 Housing Quality and Design Requirements
 [24 CFR 983.101(e) and 983.207(a)] 17-28

 Vacancy Payments [24 CFR 983.352(b)]..... 17-28

Administrative Plan -Table of Contents

| | | |
|-----------|---|-------|
| PART VI: | SELECTION OF PBV PROGRAM PARTICIPANTS..... | 17-29 |
| | 17-VI.A. Overview..... | 17-29 |
| | 17-VI.B. Eligibility For PBV Assistance [24 CFR 983.251(a) and (b)]..... | 17-29 |
| | In-Place Families [24 CFR 983.251(b)] | 17-29 |
| | 17-VI.C. Organization Of The Waiting List [24 CFR 983.251(c)]..... | 17-30 |
| | 17-VI.D. Selection From The Waiting List [24 CFR 983.251(c)]..... | 17-30 |
| | Income Targeting [24 CFR 983.251(c)(6)] | 17-30 |
| | Units with Accessibility Features [24 CFR 983.251(c)(7)]..... | 17-30 |
| | Preferences [24 CFR 983.251(d)]..... | 17-31 |
| | 17-VI.E. Offer Of PBV Assistance..... | 17-32 |
| | Refusal of Offer [24 CFR 983.251(e)(3)]..... | 17-32 |
| | Disapproval by Landlord [24 CFR 983.251(e)(2)]..... | 17-32 |
| | Acceptance of Offer [24 CFR 983.252] | 17-32 |
| | 17-VI.F. Owner Selection Of Tenants | 17-33 |
| | Leasing [24 CFR 983.253(a)] | 17-33 |
| | Filling Vacancies [24 CFR 983.254(a)]..... | 17-33 |
| | Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] | 17-33 |
| | 17-VI.G. Tenant Screening [24 CFR 983.255] | 17-34 |
| | PHA Responsibility | 17-34 |
| | Owner Responsibility | 17-34 |
| PART VII: | OCCUPANCY..... | 17-35 |
| | 17-VII.A. Overview..... | 17-35 |
| | 17-VII.B. Lease [24 CFR 983.256]..... | 17-35 |
| | Form of Lease [24 CFR 983.256(b)] | 17-35 |
| | Lease Requirements [24 CFR 983.256(c)] | 17-35 |
| | Tenancy Addendum [24 CFR 983.256(d)]..... | 17-36 |
| | Initial Term and Lease Renewal [24 CFR 983.256(f) and 983.257(b)]..... | 17-36 |
| | Changes in the Lease [24 CFR 983.256(e)]..... | 17-36 |
| | Owner Termination of Tenancy [24 CFR 983.257] | 17-37 |
| | Security Deposits [24 CFR 983.258]..... | 17-37 |
| | 17-VII.C. Moves | 17-38 |
| | Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259] | 17-38 |
| | Family Right to Move [24 CFR 983.260] | 17-39 |
| | 17-VII.D. Exceptions To The Occupancy Cap [24 CFR 983.261] | 17-40 |

Administrative Plan -Table of Contents

| | |
|---|-------|
| PART VIII: DETERMINING RENT TO OWNER | 17-41 |
| 17-VIII.A. Overview..... | 17-41 |
| 17-VIII.B. Rent Limits [24 CFR 983.301] | 17-41 |
| Certain Tax Credit Units [24 CFR 983.301(c)] | 17-41 |
| Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)] | 17-42 |
| Redetermination of Rent [24 CFR 983.302]..... | 17-43 |
| PHA-owned Units [24 CFR 983.301(g)]..... | 17-43 |
| 17-VIII.C. Reasonable Rent [24 CFR 983.303] | 17-44 |
| When Rent Reasonable Determinations are Required..... | 17-44 |
| How to Determine Reasonable Rent..... | 17-44 |
| PHA-owned Units..... | 17-44 |
| Owner Certification of Reasonable Rent | 17-45 |
| 17-VIII.D. Effect Of Other Subsidy And Rent Control..... | 17-45 |
| Other Subsidy [24 CFR 983.304] | 17-45 |
| Rent Control [24 CFR 983.305] | 17-45 |
| PART IX: PAYMENTS TO OWNER..... | 17-47 |
| 17-IX.A. Housing Assistance Payments [24 CFR 983.351]..... | 17-47 |
| 17-IX.B. Vacancy Payments [24 CFR 983.352]..... | 17-47 |
| 17-IX.C. Tenant Rent To Owner [24 CFR 983.353] | 17-49 |
| Tenant and PHA Responsibilities | 17-49 |
| Utility Reimbursements | 17-49 |
| 17-IX.D. Other Fees And Charges [24 CFR 983.354]..... | 17-50 |
| Meals and Supportive Services..... | 17-50 |
| Other Charges by Owner | 17-50 |

GLOSSARY