

Administrative Plan -Table of Contents

Introduction
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
	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.....	2-1
	2-I.A. Overview	2-2
	2-I.B. Nondiscrimination	2-3
	Providing Information to Families and Owners	2-4
	Discrimination Complaints	2-4
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES	2-5
	2-II.A. Overview	2-5
	2-II.B. Definition of Reasonable Accommodation.....	2-6
	Types of Reasonable Accommodations.....	2-7
	2-II.C. Request for an Accommodation.....	2-8
	2-II.D. Verification of Disability.....	2-9
	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, Notice PIH 2010-26].....	2-9
	2-II.F. Program Accessibility for Persons with Hearing or Vision Impairments	2-10
	2-II.G. Physical Accessibility.....	2-11
	2-II.H. Denial or Termination of Assistance.....	2-12
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-13
	2-III.A. Overview	2-13
	2-III.B. Oral Interpretation	2-14
	2-III.C. Written Translation.....	2-14
	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].....	2-16

Administrative Plan -Table of Contents

Chapter 3 ELIGIBILITY

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); FR Notice 02/03/12; Notice PIH 2014-20].....	3-2
	Family	3-2
	Household	3-2
3-I.C.	Family Breakup and Remaining Member of Tenant Family	3-3
	Family Breakup [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, FR Notice 02/03/12]	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, FR Notice 02/03/12]	3-6
	Persons with Disabilities.....	3-6
	Disabled Family.....	3-6
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

Administrative Plan -Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA	3-10
3-II.A.	Income Eligibility and Targeting	3-10
	Income Limits	3-10
	Definitions of the Income Limits [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, Notice PIH 2012-10]	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, FR Notice 4/10/06]	3-16
	Definitions	3-16
	Determining Student Eligibility	3-20
PART III:	DENIAL OF ASSISTANCE	3-22
3-III.A.	Overview	3-22
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-22
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]	3-22
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)]	3-23
3-III.C.	Other Permitted Reasons for Denial of Assistance	3-25
	Criminal Activity [24 CFR 982.553]	3-25
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)]	3-26
3-III.D.	Screening	3-27
	Screening for Eligibility	3-27
	Screening for Suitability as a Tenant [24 CFR 982.307]	3-28
3-III.E.	Criteria for Deciding to Deny Assistance	3-29
	Evidence [24 CFR 982.553(c)]	3-29
	Consideration of Circumstances [24 CFR 982.552(c)(2)]	3-29
	Removal of a Family Member's Name from the Application	3-31
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	3-31
3-III.F.	Notice of Eligibility or Denial	3-32

Administrative Plan -Table of Contents

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence,
Dating Violence, Sexual Assault, and Stalking 3-33
 Notification 3-33
 Documentation..... 3-34

Exhibit 3-1: Detailed Definitions Related to Disabilities 3-35
 Person with Disabilities [24 CFR 5.403] 3-35
 Individual with Handicaps [24 CFR 8.3]..... 3-37

Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] 3-38
 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] 3-38

Administrative Plan -Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-1
4-I.A.	Overview	4-2
4-I.B.	Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36].....	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.....	4-8
	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)]......	4-11
	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)]	5-3
	Briefing Packet [24 CFR 982.301(b)]	5-4
	Additional Items to be Included in the Briefing Packet	5-5
5-I.C.	Family Obligations	5-6
	Time Frames for Reporting Changes Required by Family Obligations.....	5-6
	Family Obligations [24 CFR 982.551]	5-6
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-10
5-II.A.	Overview	5-10
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402]	5-10
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 and Extensions	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

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.....	6-1
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
	Projecting Income	6-8
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; Streamlining Final Rule (SFR) Federal Register 3/8/16].....	6-13
	Eligibility	6-13
	Calculation of the Disallowance	6-14
	Original Calculation Method	6-14
	Revised Calculation Method.....	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); 24 CFR 5.603(b)]	6-18
	Overview.....	6-17
	General Policies	6-18
	Types of Assets.....	6-22
6-I.H.	Periodic Payments	6-22
	Periodic Payments <u>Included</u> in Annual Income.....	6-26
	Lump-Sum Payments for the Delayed Start of a Periodic Payment	6-26
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-26
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-27
6-I.I.	Payments In Lieu of Earnings.....	6-28

Administrative Plan -Table of Contents

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.	Student Financial Assistance [24 CFR 5.609(b)(9); Notice PIH 2015-21].....	6-31
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9)); FR 4/10/06; Notice PIH 2015-21].....	6-31
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)]	6-32
6-I.M.	Additional Exclusions From Annual Income	6-33
PART II:	ADJUSTED INCOME.....	6-37
6-II.A.	Introduction	6-37
	Overview.....	6-37
	Anticipating Expenses	6-37
6-II.B.	Dependent Deduction	6-38
6-II.C.	Elderly or Disabled Family Deduction.....	6-38
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]	6-39
	Definition of <i>Medical Expenses</i>	6-39
	Summary of Allowable Medical Expenses from IRS Publication 502	6-39
	Families That Qualify for Both Medical and Disability Assistance Expenses	6-40
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)]	6-41
	Earned Income Limit on the Disability Assistance Expense Deduction	6-41
	Eligible Disability Expenses.....	6-42
	Necessary and Reasonable Expenses.....	6-43
	Families That Qualify for Both Medical and Disability Assistance Expenses	6-43
6-II.F.	Child Care Expense Deduction.....	6-44
	Clarifying the Meaning of <i>Child</i> for This Deduction	6-44
	Qualifying for the Deduction.....	6-44
	Earned Income Limit on Child Care Expense Deduction	6-46
	Eligible Child Care Expenses	6-47

Administrative Plan -Table of Contents

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY	6-49
6-III.A.	Overview of Rent and Subsidy Calculations	6-49
	TTP Formula [24 CFR 5.628]	6-49
	Family Share [24 CFR 982.305(a)(5)].....	6-49
	PHA Subsidy [24 CFR 982.505(b)].....	6-50
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)]	6-50
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630].....	6-51
	Overview.....	6-51
	HUD-Defined Financial Hardship.....	6-51
	Implementation of Hardship Exemption	6-53
6-III.C.	Applying Payment Standards [24 CFR 982.505; 982.503(b)]	6-56
	Overview.....	6-56
	Changes in Payment Standards.....	6-56
	Reasonable Accommodation	6-57
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-58
	Overview.....	6-58
	Reasonable Accommodation	6-58
	Utility Allowance Revisions.....	6-58
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520]	6-59
Exhibit 6-1:	Annual Income Inclusions	6-61
	HHS Definition of "Assistance"	6-62
Exhibit 6-2:	Annual Income Exclusions	6-64
Exhibit 6-3:	Treatment of Family Assets	6-65
Exhibit 6-4:	Earned Income Disallowance for Persons with Disabilities	6-66
Exhibit 6-5:	The Effect of Welfare Benefit Reduction	6-68

Administrative Plan -Table of Contents

**Chapter 7
VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2010-19]

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 [Notice PIH 2010-19]	7-2
	Requirements for Acceptable Documents	7-2
	File Documentation	7-3
7-I.C.	Up-Front Income Verification (UIV).....	7-3
	Upfront Income Verification Using HUD’s Enterprise Income Verification (EIV) System (Mandatory).....	7-4
	Upfront Income Verification Using Non-HUD Systems (Optional)	7-5
7-I.D.	Third-Party Written and Oral Verification	7-6
	Written Third-Party Verification [Notice PIH 2010-19].....	7-6
	Written Third-Party Verification Form	7-7
	Oral Third-Party Verification [Notice PIH 2010-19]	7-7
	When Third-Party Verification is Not Required [Notice PIH 2010-19]	7-8
7-I.E.	Self-Certification	7-9
PART II:	VERIFYING FAMILY INFORMATION	7-10
7-II.A.	Verification of Legal Identity	7-10
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2012-10]	7-11
7-II.C.	Documentation of Age.....	7-13
7-II.D.	Family Relationships-14Marriage	7-13
	Separation or Divorce	7-14
	Absence of Adult Member.....	7-14
	Foster Children and Foster Adults.....	7-14
7-II.E.	Verification of Student Status.....	7-15
	General Requirements	7-15
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-15
7-II.F.	Documentation of Disability.....	7-16
	Family Members Receiving SSA Disability Benefits	7-17
	Family Members Not Receiving SSA Disability Benefits	7-17
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508]	7-18
	Overview.....	7-18
	U.S. Citizens and Nationals	7-18
	Eligible Immigrants	7-19
7-II.H.	Verification of Preference Status.....	7-19

Administrative Plan -Table of Contents

PART III:	VERIFYING INCOME AND ASSETS	7-20
7-III.A.	Earned Income	7-20
	Tips	7-20
7-III.B.	Business and Self Employment Income.....	7-20
7-III.C.	Periodic Payments and Payments In Lieu of Earnings.....	7-21
	Social Security/SSI Benefits.....	7-21
7-III.D.	Alimony or Child Support.....	7-22
7-III.E.	Assets and Income From Assets	7-23
	Assets Disposed of for Less than Fair Market Value	7-23
7-III.F.	Net Income From Rental Property.....	7-23
7-III.G.	Retirement Accounts	7-24
7-III.H.	Income From Excluded Sources.....	7-25
7-III.I.	Zero Annual Income Status.....	7-25
7-III.J.	Student Financial Assistance	7-26
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions	7-27
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-28
7-IV.A.	Dependent and Elderly/Disabled Household Deductions	7-28
	Dependent Deduction	7-28
	Elderly/Disabled Family Deduction	7-28
7-IV.B.	Medical Expense Deduction	7-29
	Amount of Expense	7-29
	Eligible Household	7-30
	Qualified Expenses	7-30
	Unreimbursed Expenses	7-30
	Expenses Incurred in Past Years.....	7-30
7-IV.C.	Disability Assistance Expenses.....	7-31
	Amount of Expense	7-31
	Family Member is a Person with Disabilities.....	7-32
	Family Member(s) Permitted to Work	7-32
	Unreimbursed Expenses	7-32
7-IV.D.	Child Care Expenses	7-33
	Eligible Child.....	7-33
	Unreimbursed Expense.....	7-33
	Pursuing an Eligible Activity	7-34
	Allowable Type of Child Care.....	7-35
	Reasonableness of Expenses.....	7-35
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-36

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	8-1
	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	8-5
	8-I.C. Life-Threatening Conditions [24 CFR 982.404(a)]	8-6
	8-I.D. Owner and Family Responsibilities [24 CFR 982.404]	8-8
	Family Responsibilities	8-8
	Owner Responsibilities.....	8-8
	8-I.E. Special Requirements for Children with Environmental Intervention Blood Lead Level [24 CFR 35.1225]	8-9
	8-I.F. Violation of HQS Space Standards [24 CFR 982.401, 24 CFR 982.403].....	8-9
PART II:	THE INSPECTION PROCESS	8-10
	8-II.A. Overview [24 CFR 982.405]	8-10
	Types of Inspections	8-10
	Inspection of PHA-Owned Units [24 CFR 982.352(b)]	8-10
	Inspection Costs [Notice PIH 2016-05].....	8-11
	Notice and Scheduling.....	8-11
	Owner and Family Inspection Attendance	8-11
	8-II.B. Initial HQS Inspection [24 CFR 982.401(a)].....	8-12
	Timing of Initial Inspections	8-12
	Inspection Results and Reinspections.....	8-12
	Utilities	8-13
	Appliances	8-13
	8-II.C. Annual/Biennial HQS Inspections [24 CFR 982.405; 982.406, Notice PIH 2016-05].....	8-14
	Scheduling the Inspection.....	8-14
	8-II.D. Special Inspections [24 CFR 982.405(g)].....	8-14
	8-II.E. Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32]	8-15
	8-II.F. Inspection Results and Reinspections for Units Under HAP Contract.....	8-15
	Notification of Corrective Actions	8-15
	Extensions.....	8-16
	Reinspections.....	8-16

Administrative Plan -Table of Contents

8-II.G.	Enforcing Owner Compliance	8-17
	HAP Abatement.....	8-17
	HAP Contract Termination.....	8-17
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)]	8-17
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-18
8-III.A.	Overview	8-18
	PHA-Owned Units [24 CFR 982.352(b)].....	8-18
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-19
	Owner-Initiated Rent Determinations.....	8-19
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-19
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)	8-20
8-III.C.	How Comparability Is Established	8-20
	Factors to Consider	8-20
	Units that Must Not be Used as Comparables	8-20
	Rents Charged for Other Units on the Premises	8-21
8-III.D.	PHA Rent Reasonableness Methodology	8-22
	How Market Data Is Collected	8-22
	How Rents Are Determined.....	8-22
Exhibit 8-1:	Overview of HUD Housing Quality Standards	8-23
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality	8-26

Administrative Plan -Table of Contents

**Chapter 9
GENERAL LEASING POLICIES**

9-I.A.	Tenant Screening	9-2
9-I.B.	Requesting Tenancy Approval [Form HUD-52517]	9-3
9-I.C.	Owner Participation.....	9-4
9-I.D.	Eligible Units	9-5
	Ineligible Units [24 CFR 982.352(a)].....	9-5
	PHA-Owned Units [24 CFR 982.352(b)].....	9-5
	Special Housing Types [24 CFR 982 Subpart M]	9-5
	Duplicative Assistance [24 CFR 982.352(c)].....	9-6
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401]	9-6
	Unit Size	9-7
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507]	9-7
	Rent Burden [24 CFR 982.508].....	9-7
9-I.E.	Lease and Tenancy Addendum.....	9-8
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-8
	Lease Information [24 CFR 982.308(d)]	9-8
	Term of Assisted Tenancy	9-9
	Security Deposit [24 CFR 982.313 (a) and (b)]	9-9
	Separate Non-Lease Agreements between Owner and Tenant.....	9-10
	PHA Review of Lease	9-11
9-I.F.	Tenancy Approval [24 CFR 982.305].....	9-12
9-I.G.	HAP Contract Execution [24 CFR 982.305]	9-13
9-I.H.	Changes in Lease or Rent [24 CFR 982.308]	9-14

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 982.354(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
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.....	10-10
	Voucher Issuance and Term	10-10
	Voucher Extensions and Expiration	10-10
	Preapproval Contact with the Receiving PHA	10-11
	Initial Notification to the Receiving PHA	10-11
	Sending Documentation to the Receiving PHA	10-12
	Initial Billing Deadline [Notice PIH 2012-42, Letter to Executive Directors, 9/15/15]	10-13
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2012-42].....	10-14
	Annual Updates of Form HUD-50058	10-14
	Denial or Termination of Assistance [24 CFR 982.355(c)(17)]...	10-14
10-II.C.	Receiving PHA Role	10-15
	Responding to Initial PHA’s Request [24 CFR 982.355(c)]	10-15
	Initial Contact with Family	10-15
	Briefing	10-16
	Income Eligibility and Reexamination	10-16
	Voucher Issuance.....	10-17
	Notifying the Initial PHA	10-18
	Administering a Portable Family’s Voucher	10-18
	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.	Streamlined Annual Reexaminations [24 CFR 982.516(b)]	11-2
11-I.C.	Scheduling Annual Reexaminations	11-3
	Notification of and Participation in the Annual Reexamination Process	11-3
11-I.D.	Conducting Annual Reexaminations.....	11-4
11-I.E.	Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)].....	11-6
11-I.F.	Effective Dates	11-7
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-8
11-II.A.	Overview	11-8
11-II.B.	Changes In Family and Household Composition	11-8
	New Family Members <u>Not</u> Requiring PHA Approval	11-8
	New Family and Household Members Requiring Approval	11-9
	Departure of a Family or Household Member.....	11-10
11-II.C.	Changes Affecting Income or Expenses.....	11-11
	PHA-Initiated Interim Reexaminations	11-11
	Family-Initiated Interim Reexaminations.....	11-12
11-II.D.	Processing the Interim Reexamination.....	11-13
	Method of Reporting.....	11-13
	Effective Dates.....	11-13
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT	11-14
11-III.A.	Overview	11-14
11-III.B.	Changes In Payment Standards and Utility Allowances	11-14
	Payment Standards [24 CFR 982.505]	11-14
	Subsidy Standards [24 CFR 982.505(c)(4)]	11-15
	Utility Allowances [24 CFR 982.517(d)]	11-15
11-III.C.	Notification of New Family Share and HAP Amount	11-15
11-III.D.	Discrepancies	11-15

Administrative Plan -Table of Contents

**Chapter 12
TERMINATION OF ASSISTANCE AND TENANCY**

PART I: GROUND 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), 24 CFR 5.2005(c)(1)]..... 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 Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2012-10] 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]..... 12-4
 - Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-3]..... 12-4
- 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), 24 CFR 5.2005(c)]..... 12-7

PART II: APPROACH TO TERMINATION OF ASSISTANCE..... 12-9

- 12-II.A. Overview 12-9
- 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. Terminations Related to Domestic Violence, Dating Violence, Sexual Assault or Stalking 12-12
 - VAWA Protections against Terminations 12-12
 - Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)] 12-13
 - Documentation of Abuse [24 CFR 5.2007]..... 12-14
 - Terminating the Assistance of a Domestic Violence Perpetrator 12-14
- 12-II.F. Termination Notice..... 12-15

Administrative Plan -Table of Contents

PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-17
12-III.A.	Overview	12-17
12-III.B.	Grounds for Owner Termination of Tenancy [24 CFR 982.310, 24 CFR 5.2005(c), and Form HUD-52641-A, Tenancy Addendum]	12-17
	Serious or Repeated Lease Violations	12-17
	Violation of Federal, State, or Local Law	12-17
	Criminal Activity or Alcohol Abuse.....	12-17
	Other Good Cause.....	12-18
12-III.C.	Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum].....	12-19
12-III.D.	Deciding Whether to Terminate Tenancy [24 CFR 982.310(h), 24 CFR 982.310(h)(4)]	12-20
12-III.E.	Effect of Tenancy Termination on the Family’s Assistance	12-20
Exhibit 12-1:	Statement of Family Obligations.....	12-21

Administrative Plan -Table of Contents

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].....	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	13-9
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	14-2
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 VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643]..... 15-2

- 15-VII.A. Overview [24 CFR 982.625] 15-2
- 15-VII.B. Family Eligibility [24 CFR 982.627]..... 15-3
- 15-VII.C. Selection of Families [24 CFR 982.626] 15-4
- 15-VII.D. Eligible Units [24 CFR 982.628]..... 15-4
- 15-VII.E. Additional PHA Requirements for Search and Purchase
[24 CFR 982.629]..... 15-5
- 15-VII.F. Homeownership Counseling [24 CFR 982.630] 15-6
- 15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of
Seller [24 CFR 982.631]..... 15-7
 - Home Inspections 15-7
 - Contract of Sale 15-7
 - Disapproval of a Seller 15-7
- 15-VII.H. Financing [24 CFR 982.632] 15-8
- 15-VII.I. Continued Assistance Requirements; Family Obligations
[24 CFR 982.633]..... 15-8
- 15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634]..... 15-9
- 15-VII.K. Homeownership Assistance Payments and Homeownership
Expenses [24 CFR 982.635]..... 15-9
- 15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c),
982.552, 982.553]..... 15-12
- 15-VII.M. Moving with Continued Assistance [24 CFR 982.637]..... 15-12
- 15-VII.N. Denial or Termination of Assistance [24 CFR 982.638] 15-13

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(b), 24 CFR 982.505(d), Notice PIH 2010-26]	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 Noncitizens [24 CFR 5.514]	16-20
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]	16-20
	USCIS Appeal Process [24 CFR 5.514(e)]	16-21
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]	16-21
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)]	16-23
	Retention of Documents [24 CFR 5.514(h)]	16-23

Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-24
	16-IV.A. Overview	16-24
	16-IV.B. Repayment Policy	16-25
	Owner Debts to the PHA	16-25
	Family Debts to the PHA.....	16-25
	Repayment Agreement [24 CFR 792.103]	16-25
	General Repayment Agreement Guidelines for Families	16-25
	Repayment Agreements Involving Improper Payments.....	16-27
PART V:	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (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
	Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	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

Administrative Plan -Table of Contents

PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY 16-39

 16-IX.A. Overview 16-39

 16-IX.B. Definitions [24 CFR 5.2003] 16-39

 16-IX.C. Notification [24 CFR 5.2005(a), 42 USC 13925]..... 16-41

 Notification to Public..... 16-41

 Notification to Program Applicants and Participants
 [24 CFR 5.2005(a)(1)] 16-42

 Notification to Owners and Managers
 [24 CFR 5.2005(a)(2)] 16-42

 16-IX.D. Documentation [24 CFR 5.2007] 16-43

 Conflicting Documentation [24 CFR 5.2007(e)]..... 16-44

 Discretion to Require No Formal Documentation
 [24 CFR 5.2007(d)] 16-44

 16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)]..... 16-44

Exhibit 16-1: Sample Notice to Housing Choice Voucher Applicants and Participants
 Regarding the Violence Against Women Act (VAWA) 16-45

Exhibit 16-2: Sample Notice to Housing Choice Voucher Owners and Managers
 Regarding the Violence Against Women Act (VAWA) 16-48

Administrative Plan -Table of Contents

Administrative Plan -Table of Contents

GLOSSARY