## Introduction

ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN

### Chapter 1

OVERVIEW OF THE PROGRAM AND PLAN

<table>
<thead>
<tr>
<th>PART I:</th>
<th>THE PHA</th>
<th>1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-I.A.</td>
<td>Overview</td>
<td>1-1</td>
</tr>
<tr>
<td>1-I.B.</td>
<td>Organization and Structure of the PHA</td>
<td>1-2</td>
</tr>
<tr>
<td>1-I.C.</td>
<td>PHA Mission</td>
<td>1-2</td>
</tr>
<tr>
<td>1-I.D.</td>
<td>The PHA’s Programs</td>
<td>1-3</td>
</tr>
<tr>
<td>1-I.E.</td>
<td>The PHA’s Commitment to Ethics and Service</td>
<td>1-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART II:</th>
<th>THE HOUSING CHOICE VOUCHER (HCV) PROGRAM</th>
<th>1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-II.A.</td>
<td>Overview and History of the Program</td>
<td>1-5</td>
</tr>
<tr>
<td>1-II.B.</td>
<td>HCV Program Basics</td>
<td>1-7</td>
</tr>
<tr>
<td>1-II.C.</td>
<td>The HCV Partnerships</td>
<td>1-7</td>
</tr>
<tr>
<td></td>
<td>The HCV Relationships:</td>
<td>1-8</td>
</tr>
<tr>
<td></td>
<td>What Does HUD Do?</td>
<td>1-9</td>
</tr>
<tr>
<td></td>
<td>What Does the PHA Do?</td>
<td>1-9</td>
</tr>
<tr>
<td></td>
<td>What Does the Owner Do?</td>
<td>1-10</td>
</tr>
<tr>
<td></td>
<td>What Does the Family Do?</td>
<td>1-11</td>
</tr>
<tr>
<td>1-II.D.</td>
<td>Applicable Regulations</td>
<td>1-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART III:</th>
<th>THE HCV ADMINISTRATIVE PLAN</th>
<th>1-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-III.A.</td>
<td>Overview and Purpose of the Plan</td>
<td>1-13</td>
</tr>
<tr>
<td>1-III.B.</td>
<td>Contents of the Plan (24CFR 982.54)</td>
<td>1-13</td>
</tr>
<tr>
<td></td>
<td>Mandatory vs. Discretionary Policy</td>
<td>1-15</td>
</tr>
<tr>
<td>1-III.C.</td>
<td>Organization of the Plan</td>
<td>1-15</td>
</tr>
<tr>
<td>1-III.D.</td>
<td>Updating and Revising the Plan</td>
<td>1-15</td>
</tr>
</tbody>
</table>
# Chapter 2

**FAIR HOUSING AND EQUAL OPPORTUNITY**

## PART I: NONDISCRIMINATION

2-I.A. Overview .................................................. 2-3
2-I.B. Nondiscrimination ........................................... 2-4

- Providing Information to Families and Owners ............... 2-5
- Discrimination Complaints .................................... 2-5

## PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES

2-II.A. Overview .................................................. 2-7
2-II.B. Definition of Reasonable Accommodation .................. 2-8

- Types of Reasonable Accommodations ........................ 2-8
- Request for an Accommodation ................................ 2-9
- Verification of Disability ...................................... 2-10
- 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] ............................................. 2-11
- Program Accessibility for Persons with Hearing
  or Vision Impairments .......................................... 2-12
- Physical Accessibility ........................................ 2-13
- Denial or Termination of Assistance ........................... 2-14

## PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

2-III.A. Overview .................................................. 2-15
2-III.B. Oral Interpretation ....................................... 2-16
2-III.C. Written Translation ....................................... 2-16
2-III.D. Implementation Plan ..................................... 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
PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS .................. 3-3

3-I.A. Overview ......................................................................................... 3-3

3-I.B. Family and Household [24 CFR 982.201(c); FR Notice 02/03/12;
        Notice PIH 2014-20] ........................................................................ 3-3
        Family .................................................................................................. 3-3
        Household ........................................................................................... 3-3

3-I.C. Family Breakup and Remaining Member of Tenant Family ........... 3-4
        Family Breakup [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, FR Notice 02/03/12] .............................. 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,
        FR Notice 02/03/12] ....................................................................... 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
PART II: BASIC ELIGIBILITY CRITERIA .......................................................... 3-11
3-II.A. Income Eligibility and Targeting ............................................... 3-11
        Income Limits ........................................................................... 3-11
        Definitions of the Income Limits [24 CFR 5.603(b)] .................. 3-11
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,
        Notice PIH 2012-10] .................................................................. 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, 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), 24 CFR 5.2005(b)] ..................................... 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........ 3-28
        Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] ........ 3-28
3-III.F. Notice of Eligibility or Denial ..................................................... 3-29
### Exhibit 3-1: Detailed Definitions Related to Disabilities
- 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 [20 U.S.C 1001 and 1002] .................. 3-37
- 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
Chapter 4
APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I: THE APPLICATION PROCESS ......................................................... 4-3
4-I.A. Overview .................................................................................. 4-3
4-I.B. Applying for Assistance
[HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36] .................................. 4-3
4-I.C. Accessibility of the Application Process ....................................... 4-4
  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 ...................................................... 4-5
  Ineligible for Placement on the Waiting List .................................... 4-5
  Eligible for Placement on the Waiting List ....................................... 4-5

PART II: MANAGING THE WAITING LIST ............................................. 4-7
4-II.A. Overview .................................................................................. 4-7
4-II.B. Organization of the Waiting List [24 CFR 982.204 and 205] ........ 4-7
4-II.C. Opening and Closing the Waiting List [24 CFR 982.206] .............. 4-8
  Closing the Waiting List .................................................................. 4-8
  Reopening the Waiting List ............................................................ 4-8
4-II.D. Family Outreach [HCV GB, pp. 4-2 to 4-4] ................................. 4-9
4-II.E. Reporting Changes in Family Circumstances ............................... 4-10
4-II.F. Updating the Waiting List [24 CFR 982.204] ............................... 4-10
  Purging the Waiting List ............................................................... 4-10
  Removal from the Waiting List ....................................................... 4-11

PART III: SELECTION FOR HCV ASSISTANCE .................................... 4-13
4-III.A. Overview .................................................................................. 4-13
4-III.B. Selection and HCV Funding Sources ........................................ 4-13
  Special Admissions [24 CFR 982.203] ........................................... 4-13
  Targeted Funding [24 CFR 982.204(e)] .......................................... 4-13
  Regular HCV Funding ................................................................. 4-13
4-III.C. Selection Method ...................................................................... 4-14
  Local Preferences [24 CFR 982.207; HCV p. 4-16] ......................... 4-14
  Income Targeting Requirement [24 CFR 982.201(b)(2)] ................. 4-14
  Order of Selection ......................................................................... 4-15
4-III.D. Notification of Selection ............................................................ 4-16
4-III.E. The Application Interview ........................................................ 4-16
4-III.F. Completing the Application Process .......................................... 4-18
## Chapter 5
### BRIEFINGS AND VOUCHER ISSUANCE

**PART I: BRIEFINGS AND FAMILY OBLIGATIONS**
- 5-I.A. Overview ........................................................................................................... 5-1
  - 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-II.A. Overview ........................................................................................................ 5-11
- 5-II.C. Exceptions to Subsidy Standards ................................................................. 5-13
- 5-II.D. Voucher Issuance [24 CFR 982.302] .......................................................... 5-14
- 5-II.E. Voucher Term and Extensions ................................................................. 5-15
  - Voucher Term [24 CFR 982.303] ................................................................. 5-15
  - Extensions of Voucher Term [24 CFR 982.303(b)] ...................................... 5-15
  - Suspensions of Voucher Term [24 CFR 982.303(c)] .................................... 5-17
  - Expiration of Voucher Term ............................................................................. 5-17
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 .................................................................. 6-6
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 Not Counted in Annual Income ............... 6-9
6-I.E. Earned Income Disallowance for Persons with Disabilities
   [24 CFR 5.617] ............................................................................ 6-13
   Eligibility ................................................................................... 6-13
   Calculation of the Disallowance ............................................... 6-14
6-I.F. Business Income [24 CFR 5.609(b)(2)] ........................................ 6-15
   Business Expenses ...................................................................... 6-15
   Business Expansion ..................................................................... 6-15
   Capital Indebtedness .................................................................. 6-15
   Negative Business Income ....................................................... 6-16
   Withdrawal of Cash or Assets from a Business .............................. 6-16
   Co-owned Businesses .................................................................. 6-16
6-I.G. Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)] ....................... 6-17
   Overview .................................................................................. 6-17
   General Policies .......................................................................... 6-17
   Types of Assets .......................................................................... 6-21
6-I.H. Periodic Payments .................................................................. 6-25
   Periodic Payments Included in Annual Income ............................... 6-25
   Lump-Sum Payments for the Delayed Start of a
   Periodic Payment ....................................................................... 6-25
   Treatment of Overpayment Deductions from
   Social Security Benefits ................................................................ 6-25
   Periodic Payments Excluded from Annual Income ....................... 6-26
6-I.I. Payments In Lieu of Earnings .................................................... 6-27
6-I.J. Welfare Assistance .................................................................... 6-28
   Overview .................................................................................. 6-28
   Sanctions Resulting in the Reduction of Welfare Benefits
   [24 CFR 5.615] ............................................................................ 6-28
<table>
<thead>
<tr>
<th>6-I.K.</th>
<th>Periodic and Determinable Allowances [24 CFR 5.609(b)(7)]</th>
<th>6-29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alimony and Child Support</td>
<td>6-29</td>
</tr>
<tr>
<td></td>
<td>Regular Contributions or Gifts</td>
<td></td>
</tr>
<tr>
<td>6-I.L.</td>
<td>Student Financial Assistance [24 CFR 5.609(b)(9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and FR 5/20/14]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Financial Assistance Included in Annual Income</td>
<td>6-30</td>
</tr>
<tr>
<td></td>
<td>[24 CFR 5.609(b)(9) and FR 4/10/06]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Financial Assistance Excluded from Annual Income</td>
<td>6-31</td>
</tr>
<tr>
<td></td>
<td>[24 CFR 5.609(c)(6)]</td>
<td></td>
</tr>
<tr>
<td>6-I.M.</td>
<td>Additional Exclusions From Annual Income</td>
<td>6-32</td>
</tr>
</tbody>
</table>

**PART II: ADJUSTED INCOME**

<table>
<thead>
<tr>
<th>6-II.A.</th>
<th>Introduction</th>
<th>6-35</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Overview</td>
<td>6-35</td>
</tr>
<tr>
<td></td>
<td>Anticipating Expenses</td>
<td>6-35</td>
</tr>
<tr>
<td>6-II.B.</td>
<td>Dependent Deduction</td>
<td>6-36</td>
</tr>
<tr>
<td>6-II.C.</td>
<td>Elderly or Disabled Family Deduction</td>
<td>6-36</td>
</tr>
<tr>
<td>6-II.D.</td>
<td>Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]</td>
<td>6-37</td>
</tr>
<tr>
<td></td>
<td>Definition of Medical Expenses</td>
<td>6-37</td>
</tr>
<tr>
<td></td>
<td>Summary of Allowable Medical Expenses from IRS</td>
<td>6-37</td>
</tr>
<tr>
<td></td>
<td>Publication 502</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Families That Qualify for Both Medical and Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistance Expenses</td>
<td></td>
</tr>
<tr>
<td>6-II.E.</td>
<td>Disability Assistance Expenses Deduction [24 CFR 5.603(b)</td>
<td>6-39</td>
</tr>
<tr>
<td></td>
<td>and 24 CFR 5.611(a)(3)(ii)]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earned Income Limit on the Disability Assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expense Deduction</td>
<td>6-39</td>
</tr>
<tr>
<td></td>
<td>Eligible Disability Expenses</td>
<td>6-40</td>
</tr>
<tr>
<td></td>
<td>Necessary and Reasonable Expenses</td>
<td>6-41</td>
</tr>
<tr>
<td></td>
<td>Families That Qualify for Both Medical and Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistance Expenses</td>
<td></td>
</tr>
<tr>
<td>6-II.F.</td>
<td>Child Care Expense Deduction</td>
<td>6-42</td>
</tr>
<tr>
<td></td>
<td>Clarifying the Meaning of Child for This Deduction</td>
<td>6-42</td>
</tr>
<tr>
<td></td>
<td>Qualifying for the Deduction</td>
<td>6-42</td>
</tr>
<tr>
<td></td>
<td>Earned Income Limit on Child Care Expense Deduction</td>
<td>6-44</td>
</tr>
<tr>
<td></td>
<td>Eligible Child Care Expenses</td>
<td>6-45</td>
</tr>
</tbody>
</table>
PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY .............................. 6-47
  6-III.A. Overview of Rent and Subsidy Calculations ..................................... 6-47
        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
        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
        Overview ................................................................................................... 6-56
        Reasonable Accommodation ..................................................................... 6-56
        Utility Allowance Revisions ..................................................................... 6-56

Exhibit 6-1: Annual Income Inclusions ................................................................. 6-59
             HHS Definition of "Assistance" ................................................................. 6-60
Exhibit 6-2: Annual Income Exclusions ............................................................... 6-62
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

PART I: GENERAL VERIFICATION REQUIREMENTS ....................................................... 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) .................................................................. 7-6
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 ............................................................................. 7-8

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, Notice PIH 2012-10] ........ 7-10
7-II.C. Documentation of Age ............................................................. 7-12
7-II.D. Family Relationships ............................................................... 7-12
Marriage ........................................................................... 7-12
Separation or Divorce ............................................................. 7-13
Absence of Adult Member ....................................................... 7-13
Foster Children and Foster Adults ........................................ 7-13
7-II.E. Verification of Student Status ................................................... 7-14
General Requirements ........................................................... 7-14
Restrictions on Assistance to Students Enrolled in
Institutions of Higher Education ............................................. 7-14
7-II.F. Documentation of Disability ..................................................... 7-15
Family Members Receiving SSA Disability Benefits ...................... 7-16
Family Members Not Receiving SSA Disability Benefits .............. 7-16
7-II.G. Citizenship or Eligible Immigration Status [24 CFR 5.508] ........ 7-17
Overview ........................................................................... 7-17
U.S. Citizens and Nationals ....................................................... 7-17
Eligible Immigrants ............................................................... 7-18
7-II.H. Verification of Preference Status .............................................. 7-18

TOC-11
PART III: VERIFYING INCOME AND ASSETS ................................................................. 7-19
  7-III.A. Earned Income ......................................................................................... 7-19
    Tips .................................................................................................................. 7-19
  7-III.B. Business and Self Employment Income .................................................. 7-19
  7-III.C. Periodic Payments and Payments In Lieu of Earnings ......................... 7-20
    Social Security/SSI Benefits ........................................................................... 7-20
  7-III.D. Alimony or Child Support ..................................................................... 7-21
  7-III.E. Assets and Income From Assets ............................................................. 7-22
    Assets Disposed of for Less than Fair Market Value ..................................... 7-22
  7-III.F. Net Income From Rental Property ......................................................... 7-22
  7-III.G. Retirement Accounts ............................................................................ 7-23
  7-III.H. Income From Excluded Sources ........................................................... 7-23
  7-III.I. Zero Annual Income Status ................................................................... 7-23
  7-III.J. Student Financial Assistance .................................................................. 7-24
  7-III.K. Parental Income of Students Subject to Eligibility Restrictions .......... 7-25

PART IV: VERIFYING MANDATORY DEDUCTIONS ................................................. 7-27
  7-IV.A. Dependent and Elderly/Disabled Household Deductions ...................... 7-27
    Dependent Deduction ...................................................................................... 7-27
    Elderly/Disabled Family Deduction ................................................................ 7-27
  7-IV.B. Medical Expense Deduction ................................................................... 7-28
    Amount of Expense ......................................................................................... 7-28
    Eligible Household ......................................................................................... 7-29
    Qualified Expenses ......................................................................................... 7-29
    Unreimbursed Expenses ............................................................................... 7-29
    Expenses Incurred in Past Years .................................................................... 7-29
  7-IV.C. Disability Assistance Expenses ............................................................... 7-30
    Amount of Expense ......................................................................................... 7-30
    Family Member is a Person with Disabilities ............................................... 7-31
    Family Member(s) Permitted to Work ............................................................ 7-31
    Unreimbursed Expenses ............................................................................... 7-31
  7-IV.D. Child Care Expenses .............................................................................. 7-32
    Eligible Child .................................................................................................... 7-32
    Unreimbursed Expense .................................................................................... 7-32
    Pursuing an Eligible Activity .......................................................................... 7-33
    Allowable Type of Child Care ........................................................................... 7-34
    Reasonableness of Expenses ......................................................................... 7-34

Exhibit 7-1: Summary of Documentation Requirements for Noncitizens
[HCV GB, pp. 5-9 and 5-10] ................................................................................... 7-35
# 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-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] ......................... 8-7
  - Family Responsibilities ............................................................................ 8-7
  - Owner Responsibilities ............................................................................ 8-7

**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
  - Owner and Family Inspection Attendance .............................................. 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/Biennial HQS Inspections [FR Notice 6/25/14] ....................... 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

TOC-13
Administrative Plan - Table of Contents

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

LIHTC- and HOME-Assisted Units [24 CFR 982.507(c) ............ 8-19

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............. 8-20

8-III.D. PHA Rent Reasonableness Methodology ............................................. 8-21

How Market Data Is Collected................................................................. 8-21

How Rents Are Determined................................................................. 8-21

Exhibit 8-1: Overview of HUD Housing Quality Standards ...................... 8-23

Exhibit 8-2: Summary of Tenant Preference Areas Related to Housing Quality ................. 8-27
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 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.H. Changes in Lease or Rent [24 CFR 982.308] ............................. 9-14
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
    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
    Administrating a Portable Family’s Voucher .................................................... 10-18
    Absorbing a Portable Family ............................................................................. 10-21

TOC-16
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............................................. 11-1
       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)]................................................................. 11-5
  11-I.E. Effective Dates................................................................................ 11-6

PART II: INTERIM REEXAMINATIONS [24 CFR 982.516]........................... 11-7
  11-II.A. Overview....................................................................................... 11-7
  11-II.B. Changes In Family and Household Composition...................... 11-7
           New Family Members Not Requiring PHA Approval....................... 11-7
           New Family and Household Members Requiring Approval............ 11-8
           Departure of a Family or Household Member............................... 11-9
  11-II.C. Changes Affecting Income or Expenses.................................... 11-10
           PHA-Initiated Interim Reexaminations.......................................... 11-10
           Family-Initiated Interim Reexaminations...................................... 11-11
  11-II.D. Processing the Interim Reexamination..................................... 11-12
           Method of Reporting.......................................................................... 11-12
           Effective Dates................................................................................ 11-12

PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .......... 11-13
  11-III.A. Overview..................................................................................... 11-13
  11-III.B. Changes In Payment Standards and Utility Allowances........... 11-13
           Payment Standards [24 CFR 982.505]........................................... 11-13
           Subsidy Standards [24 CFR 982.505(c)(4)].................................... 11-14
           Utility Allowances [24 CFR 982.517(d)]........................................ 11-14
  11-III.C. Notification of New Family Share and HAP Amount................. 11-14
  11-III.D. Discrepancies.............................................................................. 11-14
Chapter 12
TERMINATION OF ASSISTANCE AND TENANCY

PART I: GROUNDS FOR TERMINATION OF ASSISTANCE ........................................... 12-1

12-I.A. Overview ........................................................................................................... 12-1
12-I.C. Family Chooses to Terminate Assistance ...................................................... 12-2
12-I.D. Mandatory Termination of Assistance ............................................................ 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] .............................. 12-3
- 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)] ................................................................. 12-6

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

12-II.A. Overview ........................................................................................................... 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

TOC-18
### PART III: TERMINATION OF TENANCY BY THE OWNER

12-III.A. Overview

12-III.B. Grounds for Owner Termination of Tenancy

- Serious or Repeated Lease Violations
- Violation of Federal, State, or Local Law
- Criminal Activity or Alcohol Abuse
- Other Good Cause

12-III.C. Eviction

12-III.D. Deciding Whether to Terminate Tenancy

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

Exhibit 12-1: Statement of Family Obligations

---

**Administrative Plan - Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART III: TERMINATION OF TENANCY BY THE OWNER</td>
<td>12-17</td>
</tr>
<tr>
<td>12-III.A. Overview</td>
<td>12-17</td>
</tr>
<tr>
<td>12-III.B. Grounds for Owner Termination of Tenancy</td>
<td>12-17</td>
</tr>
<tr>
<td>Serious or Repeated Lease Violations</td>
<td>12-17</td>
</tr>
<tr>
<td>Violation of Federal, State, or Local Law</td>
<td>12-17</td>
</tr>
<tr>
<td>Criminal Activity or Alcohol Abuse</td>
<td>12-17</td>
</tr>
<tr>
<td>Other Good Cause</td>
<td>12-18</td>
</tr>
<tr>
<td>12-III.C. Eviction</td>
<td>12-19</td>
</tr>
<tr>
<td>12-III.D. Deciding Whether to Terminate Tenancy</td>
<td>12-20</td>
</tr>
<tr>
<td>12-III.E. Effect of Tenancy Termination on the Family’s Assistance</td>
<td>12-20</td>
</tr>
<tr>
<td>Exhibit 12-1: Statement of Family Obligations</td>
<td>12-21</td>
</tr>
</tbody>
</table>
# Chapter 13
## OWNERS

### PART I: OWNERS IN THE HCV PROGRAM

- **13-I.A.** Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6] .......... 13-3  
  - Recruitment ......................................................................................... 13-3  
  - Retention .............................................................................................. 13-4
- **13-I.B.** Basic HCV Program Requirements ........................................ 13-5  
- **13-I.D.** Owner Qualifications ............................................................. 13-8  
  - Owners Barred from Participation [24 CFR 982.306(a) and (b)] ....... 13-8  
  - Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] ............... 13-8  
  - Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)] .................................................. 13-10  
  - Legal Ownership of Unit ................................................................... 13-11
- **13-I.E.** Non-Discrimination [HAP Contract – Form HUD-52641] ....... 13-11

### PART II: HAP CONTRACTS

- **13-II.A.** Overview ........................................................................ 13-13
- **13-II.B.** HAP Contract Contents .................................................... 13-14
- **13-II.C.** HAP Contract Payments .................................................. 13-16  
  - General ................................................................................................. 13-16  
  - Owner Certification of Compliance .................................................. 13-16  
  - Late HAP Payments [24 CFR 982.451(a)(5)] .................................. 13-17  
  - Termination of HAP Payments [24 CFR 982.311(b)] ..................... 13-17
- **13-II.E.** HAP Contract Term and Terminations ............................... 13-19
- **13-II.F.** Change In Ownership / Assignment of the HAP Contract  
  [HUD-52641] ....................................................................................... 13-21
## Administrative Plan - Table of Contents

### Chapter 14
#### PROGRAM INTEGRITY

**PART I:** PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE

<table>
<thead>
<tr>
<th>14-I.A. Preventing Errors and Program Abuse</th>
<th>14-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-I.B. Detecting Errors and Program Abuse</td>
<td>14-4</td>
</tr>
<tr>
<td>Quality Control and Analysis of Data</td>
<td>14-4</td>
</tr>
<tr>
<td>Independent Audits and HUD Monitoring</td>
<td>14-4</td>
</tr>
<tr>
<td>Individual Reporting of Possible Errors and Program Abuse</td>
<td>14-4</td>
</tr>
<tr>
<td>14-I.C. Investigating Errors and Program Abuse</td>
<td>14-5</td>
</tr>
<tr>
<td>When the PHA Will Investigate</td>
<td>14-5</td>
</tr>
<tr>
<td>Analysis and Findings</td>
<td>14-5</td>
</tr>
<tr>
<td>Consideration of Remedies</td>
<td>14-6</td>
</tr>
<tr>
<td>Notice and Appeals</td>
<td>14-6</td>
</tr>
</tbody>
</table>

**PART II:** CORRECTIVE MEASURES AND PENALTIES

| 14-II.A. Subsidy Under- or Overpayments     | 14-7 |
| Correction                                  | 14-7 |
| Reimbursement                               | 14-7 |
| 14-II.B. Family-Caused Errors and Program Abuse | 14-8 |
| Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13] | 14-8 |
| PHA Reimbursement to Family [HCV GB p. 22-12] | 14-8 |
| Prohibited Actions                          | 14-9 |
| Penalties for Program Abuse                 | 14-9 |
| 14-II.C. Owner-Caused Error or Program Abuse | 14-10 |
| Owner Reimbursement to the PHA              | 14-10 |
| Prohibited Owner Actions                    | 14-10 |
| Remedies and Penalties                      | 14-11 |
| 14-II.D. PHA-Caused Errors or Program Abuse | 14-12 |
| Repayment to the PHA                        | 14-12 |
| PHA Reimbursement to Family or Owner        | 14-12 |
| Prohibited Activities                       | 14-12 |
| 14-II.E. Criminal Prosecution               | 14-13 |
| 14-II.F. Fraud and Program Abuse Recoveries | 14-14 |

TOC-21
### Administrative Plan - Table of Contents

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15-I.A.</td>
<td>Overview ..................................................................</td>
<td>15-3</td>
</tr>
<tr>
<td>15-I.B.</td>
<td>Payment Standard, Utility Allowance, and HAP Calculation</td>
<td>15-3</td>
</tr>
<tr>
<td>15-I.C.</td>
<td>Housing Quality Standards (HQS) .................................</td>
<td>15-3</td>
</tr>
</tbody>
</table>

|..........|--------------------------------------------------------|-----|
| 15-II.A. | Overview ............................................................. | 15-5 |
| 15-II.B. | Payment Standard, Utility Allowance, and HAP Calculation | 15-6 |
| 15-II.C. | Housing Quality Standards ......................................... | 15-6 |

|...........|-------------------------------------------------------------|-----|
| 15-III.A. | Overview .................................................................. | 15-7 |
| 15-III.B. | Payment Standard, Utility Allowance, and HAP Calculation | 15-7 |
| 15-III.C. | Housing Quality Standards ......................................... | 15-8 |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15-IV.I.</td>
<td>Overview ...............................................................</td>
<td>15-9</td>
</tr>
<tr>
<td>15-IV.B.</td>
<td>Payment Standard, Utility Allowance and HAP Calculation</td>
<td>15-9</td>
</tr>
<tr>
<td>15-IV.C.</td>
<td>Housing Quality Standards .........................................</td>
<td>15-10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15-V.A.</td>
<td>Overview .............................................................</td>
<td>15-11</td>
</tr>
<tr>
<td>15-V.B.</td>
<td>Payment Standard, Utility Allowance and HAP Calculation</td>
<td>15-11</td>
</tr>
<tr>
<td>15-V.C.</td>
<td>Housing Quality Standards .........................</td>
<td>15-11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15-VI.A.</td>
<td>Overview ..........................................................</td>
<td>15-13</td>
</tr>
<tr>
<td>15-VI.B.</td>
<td>Special Policies for Manufactured Home Owners .............</td>
<td>15-13</td>
</tr>
<tr>
<td>15-VI.C.</td>
<td>Payment Standard, Utility Allowance and HAP Calculation</td>
<td>15-14</td>
</tr>
<tr>
<td>15-VI.D.</td>
<td>Housing Quality Standards .......................................</td>
<td>15-15</td>
</tr>
</tbody>
</table>

| 15-VI.E. | Payment Standard.................................................. | 15-14 |
| 15-VI.F. | Utility Allowance ............................................... | 15-14 |
| 15-VI.G. | Space Rent .................................................................. | 15-14 |
| 15-VI.H. | Housing Assistance Payment .................................... | 15-14 |
| 15-VI.I. | Rent Reasonableness .............................................. | 15-14 |
| 15-VI.J. | Housing Quality Standards ....................................... | 15-15 |
   Home Inspections ........................................................................................................ 15-22
   Contract of Sale .......................................................................................................... 15-22
   Disapproval of a Seller ............................................................................................... 15-22
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] ................................................................. 15-27
## Administrative Plan

### Part I: Administrative Fee Reserve [24 CFR 982.155]

- Overview

### Part II: Setting Program Standards and Schedules

- Overview
- Payment Standards [24 CFR 982.503; HCV GB, Chapter 7]
  - Updating Payment Standards
  - Exception Payment Standards [982.503(c)]
  - Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii), 24 CFR 982.505(d), Notice PIH 2010-26]
  - "Success Rate" Payment Standard Amounts [24 CFR 982.503(e)]
  - Decreases in the Payment Standard below the Basic Range [24 CFR 982.503(d)]
- Utility Allowances [24 CFR 982.517]
- Air Conditioning
- Reasonable Accommodation
- Utility Allowance Revisions

### Part III: Informal Reviews and Hearings

- Overview
- Informal Reviews
  - Notice to the Applicant [24 CFR 982.554(a)]
  - Scheduling an Informal Review
  - Informal Review Procedures [24 CFR 982.554(b)]
  - Informal Review Decision [24 CFR 982.554(b)]
- Informal Hearings for Participants [24 CFR 982.555]
- Decisions Subject to Informal Hearing
- Informal Hearing Procedures
  - Notice of Denial or Termination of Assistance
  - USCIS Appeal Process [24 CFR 5.514(e)]
  - Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]
  - Informal Hearing Procedures for Residents [24 CFR 5.514(f)]
  - Retention of Documents [24 CFR 5.514(h)]
<table>
<thead>
<tr>
<th>PART IV:</th>
<th>OWNER OR FAMILY DEBTS TO THE PHA</th>
<th>16-27</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-IV.A.</td>
<td>Overview</td>
<td>16-27</td>
</tr>
<tr>
<td>16-IV.B.</td>
<td>Repayment Policy</td>
<td>16-28</td>
</tr>
<tr>
<td></td>
<td>Owner Debts to the PHA</td>
<td>16-28</td>
</tr>
<tr>
<td></td>
<td>Family Debts to the PHA</td>
<td>16-28</td>
</tr>
<tr>
<td></td>
<td>Repayment Agreement [24 CFR 792.103]</td>
<td>16-28</td>
</tr>
<tr>
<td></td>
<td>General Repayment Agreement Guidelines for Families</td>
<td>16-28</td>
</tr>
<tr>
<td></td>
<td>Repayment Agreements Involving Improper Payments</td>
<td>16-30</td>
</tr>
<tr>
<td>PART V:</td>
<td>SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)</td>
<td>16-31</td>
</tr>
<tr>
<td>16-V.A.</td>
<td>Overview</td>
<td>16-31</td>
</tr>
<tr>
<td></td>
<td>HUD Verification Method</td>
<td>16-32</td>
</tr>
<tr>
<td>16-V.C.</td>
<td>SEMAP Indicators [24 CFR 985.3 and form HUD-52648]</td>
<td>16-33</td>
</tr>
<tr>
<td></td>
<td>SEMAP Indicators Chart</td>
<td>16-33</td>
</tr>
<tr>
<td>PART VI:</td>
<td>RECORD KEEPING</td>
<td>16-37</td>
</tr>
<tr>
<td>16-VI.A.</td>
<td>Overview</td>
<td>16-37</td>
</tr>
<tr>
<td>16-VI.B.</td>
<td>Record Retention [24 CFR 982.158]</td>
<td>16-37</td>
</tr>
<tr>
<td>16-VI.C.</td>
<td>Records Management</td>
<td>16-38</td>
</tr>
<tr>
<td></td>
<td>Privacy Act Requirements [24 CFR 5.212 and Form-9886]</td>
<td>16-38</td>
</tr>
<tr>
<td></td>
<td>Upfront Income Verification (UIV) Records</td>
<td>16-38</td>
</tr>
<tr>
<td></td>
<td>Criminal Records</td>
<td>16-39</td>
</tr>
<tr>
<td></td>
<td>Medical/Disability Records</td>
<td>16-39</td>
</tr>
<tr>
<td></td>
<td>Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking</td>
<td>16-39</td>
</tr>
<tr>
<td>PART VII:</td>
<td>REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL</td>
<td>16-41</td>
</tr>
<tr>
<td>16-VII.A.</td>
<td>Overview</td>
<td>16-41</td>
</tr>
<tr>
<td>16-VII.B.</td>
<td>Reporting Requirement [24 CFR 35.1225(e)]</td>
<td>16-41</td>
</tr>
<tr>
<td>16-VII.C.</td>
<td>Data Collection and Record Keeping [24 CFR 35.1225(f)]</td>
<td>16-41</td>
</tr>
<tr>
<td>PART VIII:</td>
<td>DETERMINATION OF INSUFFICIENT FUNDING</td>
<td>16-43</td>
</tr>
<tr>
<td>16-VIII.A.</td>
<td>Overview</td>
<td>16-43</td>
</tr>
<tr>
<td>16-VIII.B.</td>
<td>Methodology</td>
<td>16-43</td>
</tr>
<tr>
<td>PART IX:</td>
<td>VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY</td>
<td>16-45</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>16-IX.A.</td>
<td>Overview ...........................................................................................................</td>
<td>16-45</td>
</tr>
<tr>
<td></td>
<td>Notification to Public ......................................................................................</td>
<td>16-47</td>
</tr>
<tr>
<td></td>
<td>Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)] ....</td>
<td>16-48</td>
</tr>
<tr>
<td></td>
<td>Notification to Owners and Managers [24 CFR 5.2005(a)(2)] ........................</td>
<td>16-48</td>
</tr>
<tr>
<td></td>
<td>Conflicting Documentation [24 CFR 5.2007(e)] ..........................................</td>
<td>16-50</td>
</tr>
<tr>
<td></td>
<td>Discretion to Require No Formal Documentation [24 CFR 5.2007(d)] ................</td>
<td>16-50</td>
</tr>
<tr>
<td>16-IX.E.</td>
<td>CONFIDENTIALITY [24 CFR 5.2007(b)(4)] .....................................................</td>
<td>16-50</td>
</tr>
</tbody>
</table>

Exhibit 16-1: Sample Notice to Housing Choice Voucher Applicants and Tenants Regarding the Violence Against Women Act (VAWA) .......................................................... 16-51

Exhibit 16-2: Sample Notice to Housing Choice Voucher Owners and Managers Regarding the Violence Against Women Act (VAWA) .................................................... 16-55

TOC-26
# Administrative Plan - Table of Contents

## Chapter 17

### PROJECT-BASED VOUCHERS

<table>
<thead>
<tr>
<th>PART I: GENERAL REQUIREMENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-I.C. Relocation Requirements [24 CFR 983.7]</td>
<td>17-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART II: PBV OWNER PROPOSALS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-II.A. Overview</td>
<td>17-5</td>
</tr>
<tr>
<td>17-II.B. Owner Proposal Selection Procedures [24 CFR 983.51(b)]</td>
<td>17-5</td>
</tr>
<tr>
<td></td>
<td>Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]</td>
</tr>
<tr>
<td></td>
<td>PHA-Owned Units [24 CFR 983.51(e), 983.59, and Notice PIH 2015-05]</td>
</tr>
<tr>
<td></td>
<td>PHA Notice of Owner Selection [24 CFR 983.51(d)]</td>
</tr>
<tr>
<td>17-II.C. Housing Type [24 CFR 983.52]</td>
<td>17-10</td>
</tr>
<tr>
<td>17-II.D. Prohibition of Assistance for Certain Units</td>
<td>17-11</td>
</tr>
<tr>
<td></td>
<td>Ineligible Housing Types [24 CFR 983.53]</td>
</tr>
<tr>
<td></td>
<td>Subsidized Housing [24 CFR 983.54]</td>
</tr>
<tr>
<td>17-II.F. Cap On Number of PBV Units in Each Project</td>
<td>17-12</td>
</tr>
<tr>
<td></td>
<td>25 Percent per Project Cap [24 CFR 983.56(a)]</td>
</tr>
<tr>
<td></td>
<td>Exceptions to 25 Percent per Project Cap [24 CFR 983.56(b)]</td>
</tr>
<tr>
<td></td>
<td>Promoting Partially-Assisted Buildings [24 CFR 983.56(c)]</td>
</tr>
<tr>
<td>17-II.G. Site Selection Standards</td>
<td>17-14</td>
</tr>
<tr>
<td></td>
<td>Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)]</td>
</tr>
<tr>
<td></td>
<td>Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)]</td>
</tr>
<tr>
<td></td>
<td>New Construction Site and Neighborhood Standards [24 CFR 983.57(e)]</td>
</tr>
</tbody>
</table>
### Administrative Plan - Table of Contents

**PART III: DWELLING UNITS**

- 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 .......................................................................................... 17-17
  - 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
  - Other Inspections [24 CFR 983.103(e)] ............................................................. 17-18
  - Inspecting PHA-Owned Units [24 CFR 983.103(f)] ........................................... 17-19

**PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS**

- 17-IV.A. Overview [24 CFR 983.151] .................................................................... 17-21
- 17-IV.B. Agreement to Enter into HAP Contract ....................................................... 17-21
  - Content of the Agreement [24 CFR 983.152(d)] .............................................. 17-21
- 17-IV.C. Conduct of Development Work ................................................................ 17-23
  - Labor Standards [24 CFR 983.154(b)] ................................................................. 17-23
  - Equal Opportunity [24 CFR 983.154(c)] .............................................................. 17-23
  - Owner Disclosure [24 CFR 983.154(d) and (e)] ............................................... 17-23
- 17-IV.D. Completion of Housing .............................................................................. 17-24
  - Evidence of Completion [24 CFR 983.155(b)] .................................................... 17-24

**PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)**

- 17-V.A. Overview .................................................................................................... 17-25
- 17-V.B. HAP Contract Requirements .................................................................... 17-25
  - Execution of the HAP Contract [24 CFR 983.204] ............................................ 17-26
  - Remedies for HQS Violations [24 CFR 983.208(b)] ........................................ 17-28
- 17-V.C. Amendments to the HAP Contract ............................................................. 17-29
  - Substitution of Contract Units [24 CFR 983.207(a)] ........................................ 17-29
  - Addition of Contract Units [24 CFR 983.207(b)] .............................................. 17-29
- 17-V.D. HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)] ............................................................ 17-29
- 17-V.F. Additional HAP Requirements .................................................................. 17-31
  - Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)] ............................................................ 17-31
  - Vacancy Payments [24 CFR 983.352(b)] .......................................................... 17-31

TOC-28
<table>
<thead>
<tr>
<th>PART VI:</th>
<th>SELECTION OF PBV PROGRAM PARTICIPANTS ........................................... 17-33</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17-VI.A. Overview ..................................................................................... 17-33</td>
</tr>
<tr>
<td></td>
<td>17-VI.B. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .......... 17-33</td>
</tr>
<tr>
<td></td>
<td>In-Place Families [24 CFR 983.251(b)] .................................................. 17-34</td>
</tr>
<tr>
<td></td>
<td>17-VI.C. Organization of the Waiting List [24 CFR 983.251(c)] .................. 17-35</td>
</tr>
<tr>
<td></td>
<td>17-VI.D. Selection From the Waiting List [24 CFR 983.251(c)] .................. 17-35</td>
</tr>
<tr>
<td></td>
<td>Income Targeting [24 CFR 983.251(c)(6)] ............................................. 17-35</td>
</tr>
<tr>
<td></td>
<td>Units with Accessibility Features [24 CFR 983.251(c)(7)] ...................... 17-35</td>
</tr>
<tr>
<td></td>
<td>Preferences [24 CFR 983.251(d), FR Notice 11/24/08] ........................... 17-36</td>
</tr>
<tr>
<td></td>
<td>17-VI.E. Offer of PBV Assistance ................................................................ 17-37</td>
</tr>
<tr>
<td></td>
<td>Refusal of Offer [24 CFR 983.251(e)(3)] ............................................. 17-37</td>
</tr>
<tr>
<td></td>
<td>Disapproval by Landlord [24 CFR 983.251(e)(2)] ................................... 17-37</td>
</tr>
<tr>
<td></td>
<td>17-VI.F. Owner Selection of Tenants .......................................................... 17-38</td>
</tr>
<tr>
<td></td>
<td>Leasing [24 CFR 983.253(a)] .................................................................. 17-38</td>
</tr>
<tr>
<td></td>
<td>Filling Vacancies [24 CFR 983.254(a)] .................................................. 17-38</td>
</tr>
<tr>
<td></td>
<td>Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .... 17-38</td>
</tr>
<tr>
<td></td>
<td>PHA Responsibility .................................................................................... 17-39</td>
</tr>
<tr>
<td></td>
<td>Owner Responsibility .................................................................................. 17-39</td>
</tr>
<tr>
<td>PART VII:</td>
<td>OCCUPANCY .............................................................................................. 17-41</td>
</tr>
<tr>
<td></td>
<td>17-VII.A. Overview ..................................................................................... 17-41</td>
</tr>
<tr>
<td></td>
<td>17-VII.B. Lease [24 CFR 983.256] ............................................................. 17-41</td>
</tr>
<tr>
<td></td>
<td>Form of Lease [24 CFR 983.256(b)] ......................................................... 17-41</td>
</tr>
<tr>
<td></td>
<td>Lease Requirements [24 CFR 983.256(c)] ................................................. 17-41</td>
</tr>
<tr>
<td></td>
<td>Tenancy Addendum [24 CFR 983.256(d)] .................................................... 17-42</td>
</tr>
<tr>
<td></td>
<td>Initial Term and Lease Renewal [24 CFR 983.256(f)] ............................... 17-42</td>
</tr>
<tr>
<td></td>
<td>Changes in the Lease [24 CFR 983.256(e)] ............................................. 17-42</td>
</tr>
<tr>
<td></td>
<td>Owner Termination of Tenancy [24 CFR 983.257] ...................................... 17-43</td>
</tr>
<tr>
<td></td>
<td>Continuation of Housing Assistance Payments [24 CFR 983.258] ................ 17-43</td>
</tr>
<tr>
<td></td>
<td>17-VII.C. Moves ........................................................................................ 17-45</td>
</tr>
<tr>
<td></td>
<td>Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260] ...... 17-45</td>
</tr>
<tr>
<td></td>
<td>17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.262] .................. 17-47</td>
</tr>
</tbody>
</table>

TOC-29
PART VIII: DETERMINING RENT TO OWNER ................................................................. 17-49
  17-VIII.A. Overview .................................................................................................................. 17-49
    Certain Tax Credit Units [24 CFR 983.301(c)] ................................................................. 17-49
    Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)] ............................................. 17-49
    Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)] ................................................................. 17-50
    Redetermination of Rent [24 CFR 983.302] ....................................................................... 17-51
    PHA-Owned Units [24 CFR 983.301(g)] ............................................................................ 17-52
    When Rent Reasonable Determinations Are Required ....................................................... 17-53
    How to Determine Reasonable Rent ................................................................................. 17-53
    PHA-Owned Units .............................................................................................................. 17-53
    Owner Certification of Reasonable Rent ............................................................................ 17-54
  17-VIII.D. Effect of Other Subsidy and Rent Control ............................................................... 17-54
    Other Subsidy [24 CFR 983.304] ....................................................................................... 17-54
    Rent Control [24 CFR 983.305] ......................................................................................... 17-54

PART IX: PAYMENTS TO OWNER ......................................................................................... 17-55
  17-IX.C. Tenant Rent to Owner [24 CFR 983.353] ................................................................. 17-57
    Tenant and PHA Responsibilities ....................................................................................... 17-57
    Utility Reimbursements ...................................................................................................... 17-57
  17-IX.D. Other Fees and Charges [24 CFR 983.354] .............................................................. 17-58
    Meals and Supportive Services .......................................................................................... 17-58
    Other Charges by Owner ..................................................................................................... 17-58

GLOSSARY