

**ADMINISTRATIVE PLAN**  
**FOR THE**  
**HOUSING CHOICE VOUCHER PROGRAM**

Product # 301-002

January 1, 2005

Revision Date	Revision Date
September 1, 2005	October 1, 2014
May 1, 2006	October 1, 2015
December 1, 2006	March 1, 2016
July 1, 2007	March 1, 2017
August 1, 2008	July 1, 2017
November 1, 2008	July 1, 2018
October 1, 2009	June 1, 2019
August 1, 2010	April 1, 2020
May 1, 2011	March 1, 2021
April 1, 2012	April 1, 2022
April 1, 2013	September 1, 2023
May 1, 2014	



1810 Gillespie Way, Suite 202  
El Cajon, CA 92020  
800.783.3100  
[www.nanmckay.com](http://www.nanmckay.com)

© Copyright 2023 by Nan McKay & Associates, Inc.

All rights reserved

Permission to reprint granted only to the Public Housing Authority that has purchased this plan from Nan McKay & Associates, Inc. This document may not be reprinted or distributed to any other person or entity other than the purchasing agency without the express written permission of Nan McKay & Associates, Inc.

## **Administrative Plan -Table of Contents**

---

### **Introduction ABOUT THE ADMINISTRATIVE PLAN**

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

PART I:	THE PHA.....	1-1
1-I.A.	Overview.....	1-1
1-I.B.	Organization and Structure of the PHA.....	1-2
1-I.C.	PHA Mission .....	1-2
1-I.D.	The PHA's Programs.....	1-3
1-I.E.	The PHA's Commitment to Ethics and Service .....	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-5
1-II.A.	Overview and History of the Program.....	1-5
1-II.B.	HCV Program Basics.....	1-7
1-II.C.	The HCV Partnerships.....	1-7
The HCV Relationships:.....	1-8	
What Does HUD Do? .....	1-9	
What Does the PHA Do? .....	1-9	
What Does the Owner Do? .....	1-10	
What Does the Family Do?.....	1-11	
1-II.D.	Applicable Regulations.....	1-12
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-13
1-III.A.	Overview and Purpose of the Plan.....	1-13
1-III.B.	Contents of the Plan (24CFR 982.54).....	1-13
Mandatory vs. Discretionary Policy .....	1-15	
1-III.C.	Organization of the Plan .....	1-15
1-III.D.	Updating and Revising the Plan .....	1-15

## **Administrative Plan -Table of Contents**

---

### **Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY**

PART I:	NONDISCRIMINATION.....	2-3
2-I.A.	Overview.....	2-3
2-I.B.	Nondiscrimination .....	2-4
	Providing Information to Families and Owners .....	2-5
2-1.C	Discrimination Complaints.....	2-5
	General Housing Discrimination Complaints.....	2-5
	Complaints under the Equal Access Final Rule	
	[Notice PIH 2014-20] .....	2-5
	VAWA Complaint Processing [Notice FHEO 2023-01].....	2-6
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES.....	2-7
2-II.A.	Overview.....	2-7
2-II.B.	Definition of Reasonable Accommodation .....	2-8
	Types of Reasonable Accommodations.....	2-8
2-II.C.	Request for an Accommodation .....	2-9
2-II.D.	Verification of Disability .....	2-10
2-II.E.	Approval/Denial of a Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act, Notice PIH 2010-26].....	2-11
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments .....	2-12
2-II.G.	Physical Accessibility.....	2-13
2-II.H.	Denial or Termination of Assistance .....	2-14
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-15
2-III.A.	Overview.....	2-15
2-III.B.	Oral Interpretation .....	2-16
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

## **Administrative Plan -Table of Contents**

---

### **Chapter 3 ELIGIBILITY**

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS .....	3-3
3-I.A.	Overview.....	3-3
3-I.B.	Family and Household [24 CFR 5.403; FR Notice 02/03/12; Notice PIH 2014-20; FR Notice 2/14/23].....	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; Notice PIH 2017-08].....	3-4	
Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-5	
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.	Dependents and Minors [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 [24 CFR 5.603].....	3-8
3-I.L.	Absent Family Members.....	3-8
Definitions of Temporarily and Permanently Absent.....	3-8	
Absent Students .....	3-8	
Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-9	
Absent Head, Spouse, or Cohead .....	3-9	
Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-9	
Return of Permanently Absent Family Members .....	3-9	
3-I.M.	Live-In Aide.....	3-10

## Administrative Plan -Table of Contents

---

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-11
3-II.A.	Income Eligibility and Targeting.....	3-11
Income Limits.....	3-11	
Definitions of the Income Limits [24 CFR 5.603(b)].....	3-11	
Using Income Limits for Eligibility [24 CFR 982.201] and Notice PIH 2023-27 .....	3-11	
Using Income Limits for Targeting [24 CFR 982.201].....	3-12	
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E] .....	3-13
Declaration [24 CFR 5.508] .....	3-13	
Mixed Families .....	3-14	
Ineligible Families [24 CFR 5.514(d), (e), and (f)] .....	3-14	
Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)] .....	3-15	
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218, Notice PIH 2018-24].....	3-15
3-II.D.	Family Consent to Release of Information [24 CFR 5.232; 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, FR Notice 9/21/16].....	3-16
Definitions .....	3-16	
Determining Student Eligibility.....	3-20	
3-II.F.	EIV System Searches [EIV FAQs; EIV System Training 9/30/20; and Notice PIH 2023-27].....	3-21
Existing Tenant Search .....	3-21	
Debts Owed to PHAs and Terminations.....	3-22	
Income and Income Validation Tool (IVT) Reports .....	3-22	

## Administrative Plan -Table of Contents

---

PART III: DENIAL OF ASSISTANCE .....	3-23
3-III.A. Overview.....	3-23
Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] .....	3-24
Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)] .....	3-24
3-III.B. Mandatory Denial of Assistance [24 CFR 982.553(a) and 24 CFR 982.552(b)(6)] .....	3-25
3-III.C. Restriction on Assistance Based on Assets [24 CFR 5.618] .....	3-26
3-III.D. Other Permitted Reasons for Denial of Assistance .....	3-27
Criminal Activity [24 CFR 982.553].....	3-27
Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-28
3-III.E. Screening .....	3-30
Screening for Eligibility .....	3-30
Screening for Suitability as a Tenant [24 CFR 982.307].....	3-31
3-III.F. Criteria for Deciding to Deny Assistance .....	3-32
Evidence [24 CFR 982.553(c)].....	3-32
Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-32
Removal of a Family Member's Name from the Application .....	3-34
Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	3-34
3-III.G. Notice of Eligibility or Denial .....	3-35
3-III.H. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Human Trafficking.....	3-36
Notification .....	3-36
Documentation.....	3-37
Exhibit 3-1: Detailed Definitions Related to Disabilities .....	3-30
Person with Disabilities [24 CFR 5.403].....	3-39
Individual with Handicaps [24 CFR 8.3].....	3-39
Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] .....	3-39
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] .....	3-43

## **Administrative Plan -Table of Contents**

---

### **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)].....	4-15
	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

## **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 of Briefing .....	5-2
	In-Person Briefings .....	5-2
	Remote Briefings [Notice PIH 2020-32].....	5-3
	Accessibility Requirements for Persons with Disabilities and LEP Individuals .....	5-3
	Conducting Remote Briefings .....	5-4
	Oral Briefing [24 CFR 982.301(a)] .....	5-5
	Briefing Packet [24 CFR 982.301(b); New HCV GB, Housing Search and Leasing, p. 7] .....	5-6
	Additional Items to be Included in the Briefing Packet .....	5-7
5-I.C.	Family Obligations .....	5-8
	Time Frames for Reporting Changes Required by Family Obligations .....	5-8
	Family Obligations [24 CFR 982.551] .....	5-8
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-13
5-II.A.	Overview.....	5-13
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402] .....	5-13
5-II.C.	Exceptions to Subsidy Standards.....	5-15
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-16
5-II.E.	Voucher Term and Extensions.....	5-17
	Voucher Term [24 CFR 982.303].....	5-17
	Extensions of Voucher Term [24 CFR 982.303(b)] .....	5-17
	Suspensions of Voucher Term [24 CFR 982.303(c)] .....	5-19
	Expiration of Voucher Term.....	5-19

## Administrative Plan -Table of Contents

---

### **Chapter 6**

#### **INCOME AND SUBSIDY DETERMINATIONS**

[24 CFR Part 5, Subparts E and F; 24 CFR 982]

PART I:	ANNUAL INCOME .....	6-2
6-I.A.	Overview [24 CFR 5.609] .....	6-2
6-I.B.	Household Composition and Income.....	6-3
	Overview.....	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.	Calculating Annual Income .....	6-7
	Anticipating Annual Income [24 CFR 5.609(c)(1)] .....	6-7
	Calculating Annual Income at Annual Reexamination [24 CFR 609(c)(2); Notice PIH 2023-27] .....	6-8
6-I.D.	Earned 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; Notice PIH 2023-27].....	6-11
	Calculation of the Disallowance.....	6-11
	Calculation Method .....	6-11
6-I.F.	Business and Self-Employment Income [24 CFR 5.609(b)(28); Notice PIH 2023-27].....	6-12
	Independent Contractors .....	6-12
	Business Expansion .....	6-12
	Capital Indebtedness.....	6-13
	Negative Business Income.....	6-13
	Withdrawal of Cash or Assets from a Business.....	6-13
	Co-owned Businesses .....	6-13
	Assets Owned by a Business Entity.....	6-13
6-I.G.	Student Financial Assistance [FR Notice 2/14/23 and Notice PIH 2023-27].....	6-14
	Introduction.....	6-14
	Pre-HOTMA Section 8 Student Financial Assistance Limitation [FR 4/10/06; Notice PIH 2015-21] .....	6-14
	HOTMA Student Financial Assistance Requirements [24 CFR 5.609(b)(9)].....	6-15
	Types of Assistance .....	6-16
	Calculating Income from Student Financial Assistance [HOTMA Student Financial Assistance Resource Sheet; Notice PIH 2023-27 .....	6-17

## Administrative Plan -Table of Contents

---

6-I.H.	Periodic Payments .....	6-20
	Lump-Sum Payments for the Delayed Start of a Periodic Payment [24 CFR 5.609(b)(16)] .....	6-20
	Retirement Accounts [24 CFR 5.609(b)(26); Notice PIH 2023-27].....	6-21
	Social Security Benefits [Notice PIH 2023-27].....	6-21
	Alimony and Child Support.....	6-22
6-I.I.	Nonrecurring Income [24 CFR 5.609(b)(24) and Notice PIH 2023-27].....	6-23
6-I.J.	Welfare Assistance .....	6-24
	Overview.....	6-24
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-24
6-I.K.	State Payments to Allow Individuals with Disabilities to Live at Home [24 CFR 5.609(b)(19)] .....	6-25
6-I.L.	Civil Rights Settlements [24 CFR 5.609(b)(25); FR Notice 2/14/23] .....	6-25
6-I.M.	Additional Exclusions From Annual Income [24 CFR 5.609(b)] .....	6-26
PART II:	ASSETS .....	6-31
6-II.A.	Overview.....	6-31
6-II.B.	Assets Disposed of for Less Than Fair Market Value [24 CFR 5.603(b)(2)].....	6-32
6-II.C.	Asset Inclusions and Exclusions.....	6-33
6-II.D.	Determining Income from Assets.....	6-42
PART III:	ADJUSTED INCOME.....	6-45
6-III.A.	Introduction.....	6-45
	Overview.....	6-45
	Anticipating Expenses .....	6-45
6-III.B.	Dependent Deduction .....	6-46
6-III.C.	Elderly or Disabled Family Deduction .....	6-46
6-III.D.	Health and Medical Care Expenses Deduction [24 CFR 5.611(a)(3)(i) and 5.603(b)] .....	6-47
	Definition of <i>Medical Expenses</i> .....	6-47
	Families That Qualify for Both and Medical and Disability Assistance Expenses .....	6-47
6-III.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-48
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-48
	Necessary and Reasonable Expenses.....	6-49
	Families That Qualify for Both Health and Medical and Disability Assistance Expenses .....	6-49

## Administrative Plan -Table of Contents

---

6-III.F.	Child Care Expense Deduction.....	6-50
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-50
	Qualifying for the Deduction.....	6-50
	Earned Income Limit on Child Care Expense Deduction .....	6-51
	Eligible Child Care Expenses .....	6-52
6-III.G.	Hardship Exemptions [24 CFR 5.611(c), (d), and (e)] .....	6-53
	Health and Medical Care and Disability Assistance Expenses [24 CFR 5.611(c); Notice PIH 2023-27].....	6-53
	Phased-In Relief.....	6-53
	General Relief .....	6-54
	Child Care Expense Hardship Exemption [24 CFR 5.611(d) and Notice PIH 2023-27].....	6-56
6-III.H.	Permissive Deductions [24 CFR 5.611(b)(1)(ii)] .....	6-58
PART IV:	CALCULATING FAMILY SHARE AND PHA SUBSIDY .....	6-59
6-IV.A.	Overview of Rent and Subsidy Calculations .....	6-59
	TTP Formula [24 CFR 5.628] .....	6-59
	Family Share [24 CFR 982.305(a)(5)].....	6-59
	PHA Subsidy [24 CFR 982.505(b)].....	6-60
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)] .....	6-60
6-IV.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-61
	Overview.....	6-61
	HUD-Defined Financial Hardship.....	6-61
	Implementation of Hardship Exemption .....	6-61
6-IV.C.	Applying Payment Standards [24 CFR 982.505; 982.503(b)] .....	6-64
	Overview.....	6-64
	Changes in Payment Standards.....	6-64
	Reasonable Accommodation .....	6-65
6-IV.D.	Applying Utility Allowances [24 CFR 982.517].....	6-66
	Overview.....	6-66
	Reasonable Accommodation and Individual Relief .....	6-66
	Utility Allowance Revisions.....	6-67
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-68
Exhibit 6-1:	Annual Income Full Definition.....	6-69
Exhibit 6-2:	Treatment of Family Assets .....	6-74
Exhibit 6-3:	The Effect of Welfare Benefit Reduction .....	6-75

## Administrative Plan -Table of Contents

---

### **Chapter 7 VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2023-27]

PART I:	GENERAL VERIFICATION REQUIREMENTS .....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516; 982.551; CFR 5.230; and Notice PIH 2023-27] .....	7-1
	Consent Forms .....	7-1
	Form HUD-9886 [24 CFR 5.230(b)(1), b(2), (c)(4), and (c)(5); and Notice PIH 2023-27].....	7-2
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-3
7-I.B.	Use of Other Programs' Income Determinations [24 CFR 5.609(c)(3) and Notice PIH 2023-27].....	7-4
7-I.C.	Streamlined Income Determinations [24 CFR 960.257(c); Notice PIH 2023-27].....	7-8
7-I.D.	Verification Hierarchy [Notice PIH 2023-27] .....	7-10
	File Documentation .....	7-10
7-I.E.	Level 5 and 6 Verification: Up-Front Income Verification (UIV) .....	7-11
	Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory).....	7-11
	Upfront Income Verification Using Non-HUD Systems.....	7-14
7-I.F.	Level 4 Verification [Notice PIH 2023-27] .....	7-15
	EIV + Self-Certification .....	7-15
	Written Third-Party Verification from the Source .....	7-15
7-I.G.	Level 3 Verification: Written, Third-Party Form [Notice PIH 2023 27].....	7-17
7-I.H.	Level 2: Oral Third-Party Verification [Notice PIH 2023-27] .....	7-17
	When Third-Party Verification is Not Required [Notice PIH 2023-27] .....	7-18
7-I.I.	Level 1: Non-Third-Party Verification Technique: Self-Certification [Notice PIH 2023-27] .....	7-19
PART II:	VERIFYING FAMILY INFORMATION.....	7-21
7-II.A.	Verification of Legal Identity .....	7-21
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2023-27].....	7-22
7-II.C.	Documentation of Age.....	7-24
7-II.D.	Family Relationships .....	7-25
	Marriage.....	7-25
	Separation or Divorce .....	7-25
	Absence of Adult Member.....	7-25
	Foster Children and Foster Adults .....	7-25
7-II.E.	Verification of Student Status.....	7-26
	General Requirements .....	7-26
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-26

## Administrative Plan -Table of Contents

---

7-II.F.	Documentation of Disability.....	7-27
	Family Members Receiving SSA Disability Benefits .....	7-28
	Family Members Not Receiving SSA Disability Benefits .....	7-28
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-29
	Overview.....	7-29
	U.S. Citizens and Nationals .....	7-29
	Eligible Immigrants .....	7-30
7-II.H.	Verification of Preference Status.....	7-30
<b>PART III:</b>	<b>VERIFYING INCOME AND ASSETS .....</b>	<b>7-31</b>
7-III.A.	Earned Income .....	7-31
	Tips .....	7-31
	Wages .....	7-31
7-III.B.	Business and Self Employment Income .....	7-32
7-III.C.	Periodic Payments and Payments In Lieu of Earnings .....	7-32
	Social Security/SSI Benefits [Notice PIH 2023-27].....	7-32
7-III.D.	Alimony or Child Support [Notice PIH 2023-27] .....	7-34
7-III.E.	NONRECURRING INCOME [Notice PIH 2023-27].....	7-34
7-III.F.	Assets and Income From Assets .....	7-35
	Net Family Assets [24 CFR 5.603].....	7-35
	Self-Certification of Real Property Ownership [24 CFR 5.618(b)(2)].....	7-36
7-III.G.	Assets Disposed of for Less Than Fair Market Value .....	7-37
7-III.H.	Net Income From Rental Property.....	7-37
7-III.I.	Federal Tax Refunds or Refundable Tax Credits [Notice PIH 2023-27] .....	7-38
7-III.J.	Retirement Accounts .....	7-38
7-III.K.	Income From Excluded Sources [Notice PIH 2023-27].....	7-38
7-III.L.	Zero Income Status Reviews [Notice PIH 2023-27] .....	7-39
7-III.M.	Student Financial Assistance [24 CFR 5.609(b)(9)].....	7-40
7-III.L.	Parental Income of Students Subject to Eligibility Restrictions.....	7-41
<b>PART IV:</b>	<b>VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>7-42</b>
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-42
	Dependent Deduction .....	7-42
	Elderly/Disabled Family Deduction .....	7-42
7-IV.B.	Health and Medical Care Expense Deduction .....	7-44
	Amount of Expense .....	7-44
	Eligible Household .....	7-45
	Qualified Expenses .....	7-45
	Unreimbursed Expenses .....	7-45
	Expenses Incurred in Past Years.....	7-45
7-IV.C.	Disability Assistance Expenses .....	7-46
	Amount of Expense .....	7-46
	Family Member is a Person with Disabilities.....	7-48
	Family Member(s) Permitted to Work .....	7-48
	Unreimbursed Expenses .....	7-48

## **Administrative Plan -Table of Contents**

---

7-IV.D. Child Care Expenses.....	7-49
Eligible Child.....	7-49
Unreimbursed Expense .....	7-49
Pursuing an Eligible Activity .....	7-50
Allowable Type of Child Care.....	7-51
Reasonableness of Expenses.....	7-51
Exhibit 7-1: Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-52

## Administrative Plan -Table of Contents

---

### **Chapter 8**

### **HOUSING QUALITY STANDARDS AND RENT REASONABLENESS**

### **DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS .....	8-2
	8-I.A. General HUD Requirements .....	8-2
	HUD Performance and Acceptability Standards .....	8-2
	Tenant Preference Items .....	8-2
	Modifications to Provide Accessibility .....	8-3
	8-I.B. Additional Local Requirements .....	8-4
	Thermal Environment [HCV GB p.10-7] .....	8-4
	Clarifications of HUD Requirements .....	8-5
	8-I.C. Life-Threatening Conditions [24 CFR 982.404(a); FR Notice 1/18/17] .....	8-6
	8-I.D. Owner and Family Responsibilities [24 CFR 982.404].....	8-9
	Family Responsibilities .....	8-9
	Owner Responsibilities .....	8-7
	8-I-E. Special Requirements for Children with Elevated Blood Lead Level [24 CFR 35.1225; FR Notice 1/13/17; Notice PIH 2017-13].....	8-10
	8-I-F. Violation of HQS Space Standards [24 CFR 982.401, 24 CFR 982.403].....	8-10
PART II:	THE INSPECTION PROCESS .....	8-11
	8-II.A. Overview [24 CFR 982.405] .....	8-11
	Types of Inspections .....	8-11
	Inspection of PHA-Owned Units [24 CFR 982.352(b)].....	8-11
	Inspection Costs [Notice PIH 2016-05].....	8-12
	Remote Video Inspections (RVIs) [Notice PIH 2020-31].....	8-12
	Notice and Scheduling .....	8-12
	Owner and Family Inspection Attendance .....	8-13
	8-II.B. Initial HQS Inspection [24 CFR 982.401(a)] .....	8-13
	Initial Inspections [FR Notice 1/18/17] .....	8-13
	Timing of Initial Inspections .....	8-13
	Inspection Results and Reinspections.....	8-14
	Utilities .....	8-14
	Appliances [Form HUD-52580] .....	8-14
	8-II.C. Annual/Biennial HQS Inspections [24 CFR 982.405 and 982.406; Notice PIH 2016-05].....	8-15
	Scheduling the Inspection.....	8-15
	8-II.D. Special Inspections [24 CFR 982.405(g)] .....	8-15
	8-II.E. Quality Control Inspections [24 CFR 982.405(b); 24 CFR 985.3(e); HCV GB, p. 10-32].....	8-16

## **Administrative Plan -Table of Contents**

---

8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-16
	Notification of Corrective Actions .....	8-16
	Extensions.....	8-17
	Reinspections.....	8-17
8-II.G.	Enforcing Owner Compliance .....	8-18
	HAP Abatement.....	8-18
	HAP Contract Termination.....	8-18
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-18
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-19
8-III.A.	Overview.....	8-19
	PHA-Owned Units [24 CFR 982.352(b)].....	8-19
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-20
	Owner-Initiated Rent Determinations.....	8-20
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-20
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c) ] .....	8-21
8-III.C.	How Comparability Is Established .....	8-21
	Factors to Consider .....	8-21
	Units that Must Not be Used as Comparables .....	8-21
	Rents Charged for Other Units on the Premises .....	8-22
8-III.D.	PHA Rent Reasonableness Methodology .....	8-23
	How Market Data Is Collected .....	8-23
	How Rents Are Determined.....	8-23
	Exhibit 8-1: Overview of HUD Housing Quality Standards .....	8-25
	Exhibit 8-2: Summary of Tenant Preference Areas Related to Housing Quality .....	8-29

## **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	
Zero HAP Families Who Wish to Move [24 CFR 982.455] .....	10-6	
PART II:	PORATABILITY .....	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 2016-09] .....	10-13	
Monthly Billing Payments [Notice PIH 2016-09].....	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 .....	10-22	

## Administrative Plan -Table of Contents

---

### **Chapter 11 REEXAMINATIONS**

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
11-I.A.	Overview.....	11-1
11-I.B.	Scheduling Annual Reexaminations..... 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.	Calculating Annual Income at Annual Reexamination [24 CFR 5.609(c)(2) and Notice PIH 2023-27].....	11-6
11-I.F.	Effective Dates.....	11-8
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516; Notice PIH 2023-27] .....	11-9
11-II.A.	Overview.....	11-9
11-II.B.	Changes In Family and Household Composition .....	11-9
Reporting .....	11-9	
New Family Members <u>Not</u> Requiring PHA Approval .....	11-9	
New Family and Household Members Requiring Approval .....	11-10	
Departure of a Family or Household Member.....	11-11	
11-II.C.	Changes Affecting Income or Expenses..... Overview.....	11-12
Interim Decreases [24 CFR 982.516(c)(2) and Notice PIH 2023-27].....	11-12	
Interim Increases [24 CFR 982.516(c)(3) and Notice PIH 2023-27].....	11-13	
11-II.D.	Effective Dates [24 CFR 982.516(e) and Notice 2023-27] .....	11-16
Changes Reported Timely [Notice PIH 2023-27] .....	11-17	
Changes Not Reported Timely [Notice PIH 2023-27] .....	11-17	
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	11-19
11-III.A.	Overview.....	11-19
11-III.B.	Changes In Payment Standards and Utility Allowances .....	11-19
Payment Standards [24 CFR 982.505] .....	11-19	
Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-20	
Utility Allowances [24 CFR 982.517(d)] .....	11-20	
11-III.C.	Notification of New Family Share and HAP Amount.....	11-20
11-III.D.	Discrepancies .....	11-21
PART IV:	NON-INTERIM REEXAMINATION TRANSACTIONS [Notice PIH 2023-27].....	11-23
Exhibit 11-1:Calculating Income at Annual Reexamination.....		11-25

## **Administrative Plan -Table of Contents**

---

### **Chapter 12 TERMINATION OF ASSISTANCE AND TENANCY**

PART I:	GROUNDS FOR TERMINATION OF ASSISTANCE .....	12-1
12-I.A.	Overview.....	12-1
12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
12-I.C.	Family Chooses to Terminate Assistance.....	12-2
12-I.D.	Mandatory Termination of Assistance..... Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]..... Failure to Provide Consent [24 CFR 982.552(b)(3)]..... Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)] ..... Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2018-24] ..... Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)] ..... Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]..... Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9].....	12-2 12-2 12-2 12-3 12-3 12-3 12-3 12-4
12-I.E.	Mandatory Policies and Other Authorized Terminations..... Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]..... Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), 24 CFR 984.101(d)] .....	12-4 12-4 12-7
PART II:	APPROACH TO TERMINATION OF ASSISTANCE.....	12-11
12-II.A.	Overview.....	12-11
12-II.B.	Method of Termination [24 CFR 982.552(a)(3)] .....	12-11
12-II.C.	Alternatives to Termination of Assistance .....	12-11
Change in Household Composition.....	12-11	
Repayment of Family Debts .....	12-11	
12-II.D.	Criteria for Deciding to Terminate Assistance .....	12-12
Evidence .....	12-12	
Use of Criminal Conviction Records after Admission [24 CFR 5.903] .....	12-12	
Consideration of Circumstances [24 CFR 982.552(c)(2)(i)].....	12-12	
Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	12-13	
12-II.E.	Terminations Related to Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking..... VAWA Protections against Terminations .....	12-14 12-14
Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)] .....	12-15	
Documentation of Abuse [24 CFR 5.2007].....	12-16	
Terminating the Assistance of a Domestic Violence Perpetrator .....	12-16	
12-II.F.	Termination Notice .....	12-18

## **Administrative Plan -Table of Contents**

---

PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-19
12-III.A.	Overview.....	12-19
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].....	12-19
Serious or Repeated Lease Violations .....	12-19	
Violation of Federal, State, or Local Law .....	12-19	
Criminal Activity or Alcohol Abuse.....	12-19	
Other Good Cause.....	12-20	
12-III.C.	Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum] .....	12-21
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 .....	12-22
	Exhibit 12-1: Statement of Family Obligations.....	12-23

## **Administrative Plan -Table of Contents**

---

### **Chapter 13 OWNERS**

PART I:	OWNERS IN THE HCV PROGRAM .....	13-3
13-I.A.	Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6; HCV Landlord Strategy Guidebook for PHAs].....	13-3
	Recruitment.....	13-3
	Retention.....	13-4
13-I.B.	Basic HCV Program Requirements .....	13-5
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-7
13-I.D.	Owner Qualifications.....	13-8
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]... ..	13-8
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] .....	13-8
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19; Form HUD-52641, Section 13] .....	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.....	13-13
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.D.	Breach of HAP Contract [24 CFR 982.453].....	13-18
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
13-II.G.	Foreclosure [Notice PIH 2010-49] .....	13-22

## **Administrative Plan -Table of Contents**

---

### **Chapter 14 PROGRAM INTEGRITY**

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE .....	14-3
14-I.A.	Preventing Errors and Program Abuse .....	14-3
14-I.B.	Detecting Errors and Program Abuse .....	14-4
	Quality Control and Analysis of Data .....	14-4
	Independent Audits and HUD Monitoring .....	14-4
	Individual Reporting of Possible Errors and Program Abuse .....	14-4
14-I.C.	Investigating Errors and Program Abuse.....	14-5
	When the PHA Will Investigate .....	14-5
	Consent to Release of Information [24 CFR 982.516] .....	14-5
	Analysis and Findings.....	14-5
	Consideration of Remedies.....	14-6
	Notice and Appeals.....	14-6
PART II:	CORRECTIVE MEASURES AND PENALTIES .....	14-7
14-II.A.	Subsidy Under- or Overpayments .....	14-7
	Corrections.....	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
	De Minimis Errors [24 CFR 5.609(c)(4)].....	14-12
	Prohibited Activities .....	14-13
14-II.E.	Criminal Prosecution .....	14-14
14-II.F.	Fraud and Program Abuse Recoveries .....	14-14

## Administrative Plan -Table of Contents

---

### Chapter 15

#### **SPECIAL HOUSING TYPES**

[24 CFR 982 Subpart M; New HCV GB, Special Housing Types]

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605; Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 4].....	15-3
	15-I.A. Overview.....	15-3
	15-I.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-3
	15-I.C. Housing Quality Standards (HQS) .....	15-3
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609; Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 6].....	15-5
	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
PART III:	GROUP HOME [24 CFR 982.610 through 982.614; Form HUD-52641; and New HCV GB, <i>Special Housing Types</i> , p. 8].....	15-7
	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
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618; Form HUD-52641; Notice PIH 2021-05; New HCV GB, <i>Special Housing Types</i> , p. 11].....	15-11
	15-IV.A. Overview.....	15-11
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-13
	15-IV.C. Housing Quality Standards .....	15-14
PART V:	COOPERATIVE HOUSING [24 CFR 982.619; New HCV GB, <i>Special Housing Types</i> , p. 14].....	15-15
	15-V.A. Overview.....	15-15
	15-V.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-15
	15-V.C. Housing Quality Standards .....	15-15
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624; FR Notice 1/18/17; New HCV GB, <i>Special Housing Types</i> , p. 15;] .....	15-17
	15-VI.A. Overview.....	15-17
	15-VI.B. Special Requirements for Manufactured Home Owners Who Lease A Space.....	15-17
	Family Income .....	15-17
	Lease and HAP Contract .....	15-17
	15-VI.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 1/18/17].....	15-18
	Payment Standards.....	15-18
	Utility Allowance.....	15-18
	Space Rent .....	15-18
	Amortization Costs .....	15-19
	Housing Assistance Payment.....	15-19
	Rent Reasonableness .....	15-19

## **Administrative Plan -Table of Contents**

---

15-VI.D. Housing Quality Standards .....	15-20
PART VII: HOME OWNERSHIP [24 CFR 982.625 through 982.643].....	15-21
15-VII.A. Overview [24 CFR 982.625] .....	15-21
15-VII.B. Family Eligibility [24 CFR 982.627].....	15-22
15-VII.C. Selection of Families [24 CFR 982.626] .....	15-24
15-VII.D. Eligible Units [24 CFR 982.628].....	15-25
15-VII.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629] .....	15-27
15-VII.F. Homeownership Counseling [24 CFR 982.630] .....	15-28
15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631].....	15-29
Home Inspections .....	15-29
Contract of Sale .....	15-30
Disapproval of a Seller .....	15-30
15-VII.H. FINANCING [24 CFR 982.632] .....	15-31
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] .....	15-32
15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634].....	15-33
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635] .....	15-34
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] .....	15-36
15-VII.M. Moving with Continued Assistance [24 CFR 982.637].....	15-37
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638].....	15-38

## **Administrative Plan -Table of Contents**

---

### **Chapter 16 PROGRAM ADMINISTRATION**

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155] .....	16-3
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES .....	16-5
	16-II.A. Overview.....	16-5
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-5
	Updating Payment Standards.....	16-6
	Exception Payment Standards [24 CFR 982.503(c)(5), Notice PIH 2018-01, FR Notice 9/27/21].....	16-7
	Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01].....	16-7
	Unit-by-Unit Exceptions [24 CFR 982.503(b), 24 CFR 982.505(d), Notice PIH 2010-26] .....	16-7
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-8
	Decreases in the Payment Standard below the Basic Range [24 CFR 982.503(d)] .....	16-8
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-9
	Air Conditioning.....	16-9
	Reasonable Accommodation and Individual Relief .....	16-10
	Utility Allowance Revisions.....	16-10
PART III:	INFORMAL REVIEWS AND HEARINGS .....	16-11
	16-III.A. Overview.....	16-11
	16-III.B. Informal Reviews.....	16-11
	Decisions Subject to Informal Review [24 CFR 982.554(a) and (c)] .....	16-11
	Notice to the Applicant [24 CFR 982.554(a)] .....	16-12
	Scheduling an Informal Review .....	16-12
	Informal Review Procedures [24 CFR 982.554(b)] .....	16-12
	Remote Informal Reviews [Notice PIH 2020-32] .....	16-13
	Conducting Remote Informal Reviews .....	16-14
	Ensuring Accessibility for Persons with Disabilities and LEP Individuals .....	16-13
	Informal Review Decision [24 CFR 982.554(b)] .....	16-15
	16-III.C. Informal Hearings for Participants [24 CFR 982.555] .....	16-16
	Decisions Subject to Informal Hearing.....	16-16
	Remote Informal Hearings [Notice PIH 2020-32] .....	16-17
	Ensuring Accessibility for Persons with Disabilities and LEP Individuals .....	16-18
	Conducting Informal Hearings Remotely.....	16-19
	Informal Hearing Procedures.....	16-20

## **Administrative Plan -Table of Contents**

---

16-III.D. Hearing and Appeal Provisions for Noncitizens [24 CFR 5.514] .....	16-27
Notice of Denial or Termination of Assistance [24 CFR 5.514(d)] .....	16-27
USCIS Appeal Process [24 CFR 5.514(e)].....	16-28
Informal Hearing Procedures for Applicants [24 CFR 5.514(f)] .....	16-28
Informal Hearing Procedures for Residents [24 CFR 5.514(f)] .....	16-30
Retention of Documents [24 CFR 5.514(h)] .....	16-30
<b>PART IV: OWNER OR FAMILY DEBTS TO THE PHA .....</b>	<b>16-31</b>
16-IV.A. Overview.....	16-31
16-IV.B. Repayment Policy .....	16-31
Owner Debts to the PHA .....	16-31
Family Debts to the PHA.....	16-32
Refusal to Enter into an Agreement.....	16-32
Repayment Agreement [24 CFR 792.103] .....	16-32
General Repayment Agreement Guidelines for Families .....	16-32
Repayment Agreements Involving Improper Payments .....	16-34
<b>PART V: SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) .....</b>	<b>16-35</b>
16-V.A. Overview.....	16-35
16-V.B. SEMAP Certification [24 CFR 985.101].....	16-36
HUD Verification Method.....	16-36
16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-37
SEMAP Indicators Chart .....	16-37
<b>PART VI: RECORD KEEPING .....</b>	<b>16-41</b>
16-VI.A. Overview.....	16-41
16-VI.B. Record Retention [24 CFR 982.158; 24 CFR 908.101] .....	16-41
16-VI.C. Records Management .....	16-42
Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-42
Upfront Income Verification (UIV) Records .....	16-43
Criminal Records .....	16-43
Medical/Disability Records .....	16-43
Documentation of Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking .....	16-43
<b>PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL.....</b>	<b>16-45</b>
16-VII.A.Overview.....	16-45
16-VII.B. Reporting Requirement [24 CFR 35.1225(e) ); Notice PIH 2017-13].....	16-45
16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-45

## **Administrative Plan -Table of Contents**

---

PART VIII: DETERMINATION OF INSUFFICIENT FUNDING .....	16-47
16-VIII.A. Overview.....	16-47
16-VIII.B. Methodology .....	16-47
PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY .....	16-49
16-IX.A. Overview .....	16-49
16-IX.B. Definitions [24 CFR 5.2003] .....	16-49
16-IX.C. Notification [24 CFR 5.2005(a), 42 USC 13925] .....	16-51
Notification to Public.....	16-51
Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)] .....	16-52
Notification to Owners and Managers .....	16-53
16-IX.D. Documentation [24 CFR 5.2007] .....	16-54
Conflicting Documentation [24 CFR 5.2007(e)].....	16-55
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)] .....	16-55
Failure to Provide Documentation [24 CFR 5.2007(c)] .....	16-56
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)].....	16-56
Exhibit 16-1: Sample Notice of Occupancy Rights Under the Violence Against Women Act, Form HUD-5380 .....	16-57
Exhibit 16-2: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, Form HUD-5382 .....	16-63
Exhibit 16-3: Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HCV Version) .....	16-65
Exhibit 16-4: Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 .....	16-69
Exhibit 16-5: Model Owner Notification of Rights and Obligations .....	16-73

## Administrative Plan -Table of Contents

---

### **Chapter 17 PROJECT-BASED VOUCHERS**

PART I:	GENERAL REQUIREMENTS .....	17-3
17-I.A.	Overview [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21].....	17-3
	Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22].....	17-3
	Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17; Notice PIH 2017-21] .....	17-4
17-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2] .....	17-5
17-I.C.	Relocation Requirements [24 CFR 983.7].....	17-5
17-I.D.	Equal Opportunity Requirements [24 CFR 983.8] .....	17-5
PART II:	PBV OWNER PROPOSALS .....	17-7
17-II.A.	Overview.....	17-7
17-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51(b)].....	17-7
	Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21; 24 CFR 983.51(b)] .....	17-7
	Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)].....	17-8
	PHA-Owned Units [24 CFR 983.51(e), 983.59, FR Notice 1/18/17 and Notice PIH 2017-21].....	17-11
	PHA Notice of Owner Selection [24 CFR 983.51(d)].....	17-12
17-II.C.	Housing Type [24 CFR 983.52] .....	17-12
17-II.D.	Prohibition of Assistance for Certain Units.....	17-13
	Ineligible Housing Types [24 CFR 983.53] .....	17-13
	Subsidized Housing [24 CFR 983.54] .....	17-13
17-II.E.	Subsidy Layering Requirements [24 CFR 983.55, Notice PIH 2013-11, and FR Notice 3/13/23] .....	17-14
17-II.F.	Cap On Number of PBV Units in Each Project .....	17-15
	25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21].....	17-15
	Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22] ...	17-15
	Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21] .....	17-16
	Promoting Partially Assisted Projects [24 CFR 983.56(c)].....	17-16

## **Administrative Plan -Table of Contents**

---

17-II.G.	Site Selection Standards .....	17-17
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-17
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-18
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-18
17-II.H.	Environmental Review [24 CFR 983.58] .....	17-19
<b>PART III:</b>	<b>DWELLING UNITS.....</b>	<b>17-21</b>
17-III.A.	Overview.....	17-21
17-III.B.	Housing Quality Standards [24 CFR 983.101].....	17-21
	Lead-based Paint [24 CFR 983.101(c)] .....	17-21
17-III.C.	Housing Accessibility for Persons with Disabilities .....	17-21
17-III.D.	Inspecting Units .....	17-22
	Pre-selection Inspection [24 CFR 983.103(a)] .....	17-22
	Pre-HAP Contract Inspections [24 CFR 983.103(b), FR Notice 1/18/17, and Notice PIH 2017-20].....	17-22
	Turnover Inspections [24 CFR 983.103(c).....	17-22
	Annual/Biennial Inspections [24 CFR 983.103(d), FR Notice 6/25/14] .....	17-22
	Other Inspections [24 CFR 983.103(e)] .....	17-23
	Inspecting PHA-Owned Units [24 CFR 983.103(f)] .....	17-23
<b>PART IV:</b>	<b>REHABILITATED AND NEWLY CONSTRUCTED UNITS.....</b>	<b>17-25</b>
17-IV.A.	Overview [24 CFR 983.151] .....	17-25
17-IV.B.	Agreement to Enter into HAP Contract.....	17-25
	Content of the Agreement [24 CFR 983.152(d)] .....	17-26
	Execution of the Agreement [24 CFR 983.153] .....	17-26
17-IV.C.	Conduct of Development Work.....	17-27
	Labor Standards [24 CFR 983.154(b)] .....	17-27
	Owner Disclosure [24 CFR 983.154(d) and (e)] .....	17-27
17-IV.D.	Completion of Housing.....	17-28
	Evidence of Completion [24 CFR 983.155(b)] .....	17-28
	PHA Acceptance of Completed Units [24 CFR 983.156] .....	17-28

## Administrative Plan -Table of Contents

---

PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....	17-29
	17-V.A. Overview.....	17-29
	17-V.B. HAP Contract Requirements .....	17-29
	Contract Information [24 CFR 983.203] .....	17-29
	Execution of the HAP Contract [24 CFR 983.204].....	17-30
	Term of HAP Contract [24 CFR 983.205, FR Notice 1/18/17, and Notice PIH 2017-21].....	17-30
	Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206; FR Notice 1/18/17, and Notice PIH 2017-21].....	17-32
	Remedies for HQS Violations [24 CFR 983.208(b)] .....	17-32
	17-V.C. Amendments to the HAP Contract .....	17-33
	Substitution of Contract Units [24 CFR 983.207(a)].....	17-33
	Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21].....	17-33
	17-V.D. HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)] .....	17-33
	17-V.E. Owner Responsibilities Under the HAP Contract [24 CFR 983.210] .....	17-34
	17-V.F. Additional HAP Requirements .....	17-35
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)] .....	17-35
	Vacancy Payments [24 CFR 983.352(b)] .....	17-35
PART VI:	SELECTION OF PBV PROGRAM PARTICIPANTS .....	17-37
	17-VI.A. Overview.....	17-37
	17-VI.B. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	17-37
	In-Place Families [24 CFR 983.251(b)] .....	17-38
	17-VI.C. Organization of the Waiting List [24 CFR 983.251(c)].....	17-39
	17-VI.D. Selection From the Waiting List [24 CFR 983.251(c)].....	17-39
	Income Targeting [24 CFR 983.251(c)(6)] .....	17-39
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	17-39
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08] .....	17-40
	17-VI.E. Offer of PBV Assistance .....	17-41
	Refusal of Offer [24 CFR 983.251(e)(3)].....	17-41
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	17-41
	Acceptance of Offer [24 CFR 983.252] .....	17-41
	17-VI.F. Owner Selection of Tenants .....	17-42
	Leasing [24 CFR 983.253(a)] .....	17-42
	Filling Vacancies [24 CFR 983.254(a)].....	17-42
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .....	17-42
	17-VI.G. Tenant Screening [24 CFR 983.255].....	17-43
	PHA Responsibility .....	17-43
	Owner Responsibility .....	17-43

## Administrative Plan -Table of Contents

---

PART VII: OCCUPANCY .....	17-44
17-VII.A. Overview.....	17-44
17-VII.B. Lease [24 CFR 983.256].....	17-44
Form of Lease [24 CFR 983.256(b)].....	17-44
Lease Requirements [24 CFR 983.256(c)] .....	17-44
Tenancy Addendum [24 CFR 983.256(d)] .....	17-46
Initial Term and Lease Renewal [24 CFR 983.256(f)].....	17-46
Changes in the Lease [24 CFR 983.256(e)].....	17-46
Owner Termination of Tenancy [24 CFR 983.257] .....	17-47
Continuation of Housing Assistance Payments [24 CFR 983.258] .....	17-47
Security Deposits [24 CFR 983.259].....	17-48
17-VII.C. Moves .....	17-49
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260] .....	17-49
Family Right to Move [24 CFR 983.261] .....	17-50
Emergency Transfers under VAWA [Notice PIH 2017-08] .....	17-51
17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.262].....	17-52
PART VIII: DETERMINING RENT TO OWNER .....	17-55
17-VIII.A. Overview.....	17-55
17-VIII.B. Rent Limits [24 CFR 983.301] .....	17-55
Certain Tax Credit Units [24 CFR 983.301(c)] .....	17-55
Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)] .....	17-56
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)] .....	17-57
Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)] .....	17-57
Redetermination of Rent [24 CFR 983.302].....	17-58
PHA-Owned Units [24 CFR 983.301(g)].....	17-58
17-VIII.C. Reasonable Rent [24 CFR 983.303] .....	17-59
When Rent Reasonable Determinations Are Required .....	17-59
How to Determine Reasonable Rent.....	17-59
PHA-Owned Units.....	17-60
Owner Certification of Reasonable Rent.....	17-60
17-VIII.D. Effect of Other Subsidy and Rent Control.....	17-60
Other Subsidy [24 CFR 983.304] .....	17-60
Rent Control [24 CFR 983.305] .....	17-60

## **Administrative Plan -Table of Contents**

---

PART IX: PAYMENTS TO OWNER.....	17-61
17-IX.A. Housing Assistance Payments [24 CFR 983.351].....	17-61
17-IX.B. Vacancy Payments [24 CFR 983.352].....	17-61
17-IX.C. Tenant Rent to Owner [24 CFR 983.353] .....	17-63
Tenant and PHA Responsibilities.....	17-63
Utility Reimbursements .....	17-63
17-IX.D. Other Fees and Charges [24 CFR 983.354].....	17-64
Meals and Supportive Services.....	17-64
Other Charges by Owner .....	17-64
Exhibit 17-1: PBV Development Information.....	17-65
Exhibit 17-2: Special Provisions Applying to TPVs Awarded as Part of a Voluntary Conversion of Public Housing Units in Projects that Include RAD PBV Units .....	17-69

## Administrative Plan -Table of Contents

---

### Chapter 18

#### **PROJECT BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM**

PART I:	GENERAL REQUIREMENTS .....	18-3
	18-I.A. Overview and History of the RAD Program .....	18-3
	18-I.B. Applicable Regulations.....	18-4
	18-I.C. Tenant-Based Vs. Project-Based Voucher Assistance [24 CFR 983.2] .....	18-6
	18-I.D. Relocation Requirements.....	18-6
	18-I.E. Equal Opportunity Requirements [24 CFR 983.8; 24 CFR 5.105; Notice PIH 2016-17].....	18-9
PART II:	PBV PROJECT SELECTION .....	18-11
	18-II.A. Overview.....	18-11
	18-II.B. Ownership and Control [Notice PIH 2019-23].....	18-11
	18-II.C. PHA-Owned Units [24 CFR 983.59; FR Notice 1/18/17, and Notice PIH 2017-21].....	18-13
	18-II.D. Subsidy Layering Requirements [Notice PIH 2019-23; Notice PIH 2012-32, REV-3; Notice PIH 2012-32, REV-2] .....	18-14
	18-II.E. PBV Percentage Limitation and Unit Cap [Notice PIH 2019-23 and Notice PIH 2023-19] .....	18-16
	PBV Percentage Limitation .....	18-16
	Unit Cap Limitation .....	18-16
	18-II.F. Site Selection Standards [Notice PIH 2019-23; Notice PIH 2016-17].....	18-17
	18-II.G. Environmental Review [Notice PIH 2019-23; Environmental Review Requirements for RAD Conversions, March 2019] .....	18-17
PART III:	DWELLING UNITS.....	18-19
	18-III.A. Overview.....	18-19
	18-III.B. Housing Quality Standards [24 CFR 983.101].....	18-19
	Lead-based Paint [24 CFR 983.101(c) ; Notice PIH 2019-23] ....	18-19
	18-III.C. Housing Accessibility for Persons with Disabilities [Notice PIH 2016-17] .....	18-19
	18-III.D. Inspecting Units .....	18-20
	Initial Inspection [RAD Quick Reference Guide, Notice PIH 2019-23, and Notice PIH 2023-19] .....	18-20
	Turnover Inspections [24 CFR 983.103(c), FR Notice 1/18/17, and Notice PIH 2017-20] .....	18-20
	Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14] .....	18-20
	Alternative Inspections [24 CFR 983.103(g); Notice PIH 2016-05].....	18-20
	Other Inspections [24 CFR 983.103(e)] .....	18-21
	Inspecting PHA-Owned Units [24 CFR 983.103(f); Notice PIH 2017-21].....	18-21

## Administrative Plan -Table of Contents

---

PART IV:	HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT .....	18-23
	18-IV.A. Overview [ <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-23
	18-IV.B. HAP Contract Requirements .....	18-23
	Contract Information [ <i>RAD PBV Quick Reference Guide 6/20</i> ; Notice PIH 2019-23] .....	18-23
	Execution and Effective date of the HAP Contract [ <i>RADBlast! 7/11/16</i> ] .....	18-23
	Term of HAP Contract [Notice PIH 2019-23] .....	18-23
	Agreement to Enter into a HAP (AHAP) Contract [Notice PIH 2019-23] .....	18-24
	Mandatory Contract Renewal [Notice PIH 2019-23] .....	18-24
	Remedies for HQS Violations [24 CFR 983.208(b)] .....	18-24
	18-IV.C. Amendments to the HAP Contract .....	18-25
	Floating Units [Notice PIH 2019-23] .....	18-25
	Reduction in HAP Contract Units [Notice PIH 2019-23] .....	18-25
	18-IV.D. HAP Contract Year and Anniversary Dates [24 CFR 983.302(e)] ...	18-25
	18-IV.E. Owner Responsibilities under the HAP Contract [24 CFR 983.210] .....	18-26
	18-IV.F. Vacancy Payments [24 CFR 983.352(b)] .....	18-26
PART V:	SELECTION OF PBV PROGRAM PARTICIPANTS .....	18-27
	18-V.A. Overview.....	18-27
	18-V.B. Prohibited Rescreening of Existing Tenants upon Conversion [Notice PIH 2019-23] .....	18-27
	18-V.C. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	18-28
	18-V.D. Organization of the Waiting List [24 CFR 983.251(c); Notice PIH 2019-23].....	18-29
	18-V.E. Selection from the Waiting List [24 CFR 983.251(c)] .....	18-30
	Income Targeting [24 CFR 983.251(c)(6); Notice PIH 2019-23] .....	18-30
	Units with Accessibility Features [24 CFR 983.251(c)(7)] .....	18-30
	Preferences [24 CFR 983.251(d); FR Notice 11/24/08; Notice PIH 2019-23] .....	18-30
	18-V.F. Offer of PBV Assistance .....	18-31
	Refusal of Offer [24 CFR 983.251(e)(3)] .....	18-31
	Disapproval by Landlord [24 CFR 983.251(e)(2)] .....	18-31
	Acceptance of Offer [24 CFR 983.252] .....	18-31
	18-V.G. Owner Selection of Tenants [24 CFR 983.253] .....	18-32
	Leasing [24 CFR 983.253(a)] .....	18-32
	Filling Vacancies [24 CFR 983.254(a)] .....	18-32
	18-V.H. Tenant Screening [24 CFR 983.255] .....	18-33
	PHA Responsibility .....	18-33
	Owner Responsibility .....	18-33

## **Administrative Plan -Table of Contents**

PART VI:	OCCUPANCY .....	18-35
	18-VI.A. Overview.....	18-35
	18-VI.B. Lease [24 CFR 983.256].....	18-35
	Lease Requirements [24 CFR 983.256(c); Notice PIH 2019-23].....	18-35
	Tenancy Addendum [24 CFR 983.256(d)].....	18-35
	Initial Term and Lease Renewal [24 CFR 983.256(f); <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-36
	Changes in the Lease [24 CFR 983.256(e)].....	18-36
	Owner Termination of Tenancy [24 CFR 983.257; Notice PIH 2019-23].....	18-37
	Continuation of Housing Assistance Payments [24 CFR 983.258; Notice PIH 2019-23; Notice PIH 2023-19; <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-38
	Security Deposits [24 CFR 983.259; <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-40
18-VI.C.	Public Housing FSS and ROSS Participants [Notice PIH 2019-23] .....	18-41
18-VI.D.	Resident Participation and Funding [Notice PIH 2019-23] .....	18-41
18-VI.E.	Moves .....	18-42
	Overcrowded, Under-OccUPIed, and Accessible Units [24 CFR 983.260; Notice PIH 2019-23].....	18-42
	Family Right to Move [24 CFR 983.261] .....	18-43
	Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20].....	18-44
	Emergency Transfers under VAWA [Notice PIH 2017-08] .....	18-46
18-VI.F.	Reexaminations [ <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-47
18-VI.G.	Earned Income Disallowance [Notice PIH 2019-23] .....	18-47
18-VI.H.	Residents' Procedural Rights [Notice PIH 2019-23].....	18-47
18-VI.I.	Informal Reviews and Hearings [Notice PIH 2019-23] .....	18-48
PART VII:	DETERMINING CONTRACT RENT.....	18-49
18-VII.A.	Initial Contract Rents [Notice PIH 2019-23].....	18-49
18-VII.B.	Adjusting Contract Rents [Notice PIH 2019-23; <i>RAD PBV Quick Reference Guide 6/20</i> ; PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar] .....	18-50
	Rent Decrease .....	18-51
18-VII.C.	Utility Allowances [Notice PIH 2019-23; <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-51
18-VII.D.	Reasonable Rent [24 CFR 983.303] .....	18-52
	How to Determine Reasonable Rent.....	18-52
	PHA-Owned Units.....	18-52

## **Administrative Plan -Table of Contents**

---

PART VIII: PAYMENTS TO OWNER.....	18-53
18-VIII.A. Housing Assistance Payments .....	18-53
18-VIII.B. Vacancy Payments [24 CFR 983.352].....	18-54
18-VIII.C. Tenant Rent to Owner [24 CFR 983.353; Notice PIH 2019-23] .....	18-55
Initial Certifications [Notice PIH 2019-23].....	18-55
Tenant and PHA Responsibilities.....	18-55
Utility Reimbursements .....	18-55
18-VIII.D. Phase-In of Tenant Rent Increases [Notice PIH 2012-32; PHA Asset Repositioning “Phase-in of Tenant Rents” Webinar] ....	18-56
18.VIII.E. Other Fees and Charges [24 CFR 983.354] .....	18-57
Meals and Supportive Services.....	18-57
Other Charges by Owner .....	18-57
Exhibit 18-1:PBV Development Information .....	18-59

## **Administrative Plan -Table of Contents**

---

### **Chapter 19 SPECIAL PURPOSE VOUCHERS**

PART I:	FAMILY UNIFICATION PROGRAM (FUP).....	19-2
19-I.A.	Program Overview [Fact Sheet, Housing Choice Voucher Program Family Unification Program (FUP)].....	19-2
	Overview.....	19-2
	Assigning Vouchers [FUP FAQs] .....	19-3
19-I.B.	Public Child Welfare Agency (PCWA).....	19-3
	Supportive Services .....	19-4
19-I.C.	FUP Family Voucher Eligibility Criteria .....	19-5
19-I.D.	FUP Youth Voucher Eligibility Extension of Assistance Criteria .....	19-7
	Eligibility Criteria.....	19-7
19-I.E.	Assistance Period [FR Notice 1/24/22] .....	10-8
	Maximum Assistance Period .....	19-8
	Extension of Assistance.....	19-8
	Statutory Exceptions.....	19-8
	Education, Workforce Development, or Employment Activities.....	19-10
	FSS Enrollment at 24 Months.....	19-11
	FSS Enrollment Between 36 and 48 Months.....	19-12
	FSS Enrollment After 48 Months .....	19-12
	Extensions of Assistance .....	19-12
	No FSS Program or Unable to Enroll in FSS .....	19-13
	Verification Prior to Annual Reexam.....	19-13
	Termination of Assistance for Failure to Meet Conditions .....	19-15
19-I.F.	Referrals and Waiting List Management.....	19-16
	Referrals.....	19-16
	Waiting List Placement.....	19-17
	Waiting List Selection .....	19-17
19-I.G.	PHA HCV Eligibility Determination.....	19-18
	Additional FUP Eligibility Factors [FUP FAQs] .....	19-18
19-I.H.	Lease Up [FR Notice 1/24/22].....	19-19
19-I.I.	Termination of Assistance .....	19-20
	General Requirements .....	19-20
	FUP Family Vouchers .....	19-20
	FUP Youth Vouchers.....	19-21
19-I.J.	FUP Portability .....	19-22
	Considerations for FUP Youth Vouchers .....	19-22
19-I.K.	Project-Basing FUP Vouchers [Notice PIH 2017-21; FR Notice 1/24/22] .....	19-22

## **Administrative Plan -Table of Contents**

---

PART II:	FOSTER YOUTH TO INDEPENDENCE INITIATIVE.....	19-23
19-II.A.	Program Overview [Notice PIH 2020-28; Notice PIH 2023-04; FR Notice 1/24/22].....	19-23
19-II.B.	Partnering Agencies [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar].....	19-24
	Public Child Welfare Agency (PCWA).....	19-24
	Continuum of Care (CoC) and Other Partners .....	19-24
19-II.C.	Youth Eligibility Criteria [Notice PIH 2023-04; FYI Q&As; FYI FAQs] .....	19-25
19-II.D.	Supportive Services [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar; FYI Q&As].....	19-26
19-II.E.	Referrals and Waiting List Management [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar FYI FAQs] .....	19-27
	Referrals.....	19-27
	Waiting List Placement [Notice PIH 2023-04 and FYI FAQs]....	19-28
	Waiting List Selection .....	19-28
19-II.F.	PHA HCV Eligibility Determination [FYI FAQs].....	19-29
	Additional Eligibility Factors .....	19-29
19-II.G.	Lease Up [FR Notice 1/24/22].....	19-30
	Turnover [Notice PIH 2023-04] .....	19-30
19-II.H.	Maximum Assistance Period [Notice PIH 2023-04 and FYI FAQs; FR Notice 1/24/22].....	19-31
	Extension of Assistance .....	19-31
	Statutory Exceptions .....	19-31
	Education, Workforce Development, or Employment Activities.....	19-33
	FSS Enrollment at 24 Months.....	19-34
	FSS Enrollment Between 36 and 48 Months.....	19-34
	FSS Enrollment After 48 Months .....	19-35
	Extensions of Assistance .....	19-35
	No FSS Program or Unable to Enroll in FSS .....	19-35
	Verification Prior to Annual Reexam .....	19-35
	Termination of Assistance for Failure to Meet Conditions\.....	19-37
19-II.I.	Termination of Assistance [FYI FAQs] .....	19-37
19-II.J.	Portability [FYI FAQs] .....	19-38
19-II.K.	Project-Basing FYI Vouchers [FYI FAQs; FR Notice 1/24/22; Notice PIH 2024-03].....	19-38

## Administrative Plan -Table of Contents

---

PART III:	VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM.....	19-39
19-III.A.	Overview.....	19-39
19-III.B.	Referrals [FR Notice 9/27/21 and HUD-VASH Qs and As] .....	19-40
19-III.C.	HCV Program Eligibility [FR Notice 9/27/21] .....	19-41
Social Security Numbers .....	19-41	
Proof of Age .....	19-41	
Photo Identification .....	19-41	
Income Eligibility .....	19-42	
Screening .....	19-42	
Denial of Assistance [Notice PIH 2008-37] .....	19-42	
19-III.D.	Changes in Family Composition .....	19-43
Adding Family Members [FR Notice 9/27/21] .....	19-43	
Remaining Family Members [HUD-VASH Qs and As] .....	19-43	
Family Break Up [HUD-VASH Qs and As] .....	19-43	
19-III.E.	Leasing [FR Notice 9/27/21] .....	19-44
Waiting List .....	19-44	
Exception Payment Standards .....	19-44	
Voucher Issuance.....	19-44	
Initial Lease Term.....	19-44	
Ineligible Housing [FR Notice 6/18/14] .....	19-44	
HQS Pre-Inspections .....	19-45	
19-III.F.	Portability [FR Notice 9/27/21 and Notice PIH 2011-53].....	19-46
General Requirements .....	19-46	
Portability within the Initial VAMC or DSP's Catchment Area ..	19-46	
Portability Outside of the Initial VAMC or DSP's Catchment Area.....	19-46	
Portability Outside of the Initial VAMC or DSP's Catchment Area under VAWA .....	19-47	
19-III.G.	Termination of Assistance [FR Notice 9/27/21].....	19-48
Cessation of Case Management.....	19-48	
VAWA [FR Notice 9/27/21] .....	19-48	
19-III.H.	Project-Basing VASH Vouchers .....	19-49
General Requirements [Notice PIH 2017-21 and FR Notice 9/27/21].....	19-49	
Failure to Participate in Case Management [FR Notice 9/27/21] .....	19-50	
Moves [HUD-VASH Qs and As, FR Notice 9/27/21] .....	19-50	

## Administrative Plan -Table of Contents

---

PART IV:	MAINSTREAM VOUCHER PROGRAM.....	19-51
19-IV.A.	Program Overview [Notice PIH 2020-01].....	19-51
19-IV.B.	Eligible Population [Notice PIH 2020-01 and Notice PIH 2020-22].....	19-52
19-IV.C.	Partnership And Supportive Services [Notice PIH 2020-01].....	19-52
19-IV.D.	Waiting List Administration .....	19-53
	General Waiting List Requirements [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20].....	19-53
	Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA].....	19-53
19-IV.E.	Portability [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20].....	19-54
19-IV.F.	Project-Basing Mainstream Vouchers [FY19 Mainstream Voucher NOFA Q&A] .....	19-54
PART IV:	NON-ELDERLY DISABLED (NED) VOUCHERS.....	19-55
19-V.A.	Program Overview [Notice PIH 2013-19].....	19-55
19-V.B.	Eligible Population .....	19-56
	General Requirements [Notice PIH 2013-19] .....	19-56
	NED Category 2 [Notice PIH 2013-19 and NED Category 2 FAQs].....	19-56
19-V.C.	Waiting List .....	19-57
	General Requirements [Notice PIH 2013-19] .....	19-57
	NED Category 2 Referrals [NED Category 2 FAQs].....	19-57
	Reissuance of Turnover Vouchers [Notice PIH 2013-19].....	19-58
19-V.D.	Lease Up [Notice PIH 2013-19].....	19-59
	Briefings .....	19-59
	Voucher Term .....	19-59
	Special Housing Types [Notice PIH 2013-19 and NED Category 2 FAQs].....	19-60
19-V.E.	Portability [NED Category 2 FAQs] .....	19-60
PART VI:	STABILITY VOUCHER PROGRAM.....	19-61
19-VI.A.	Program Overview [Notice PIH 2022-24].....	19-61
19-VI.B.	Partnering Organization [Notice PIH 2022-24].....	19-61
19-VI.C.	Referrals [Notice PIH 2022-24].....	19-62
	CoC Referrals .....	19-62
	Referrals from Outside the CoC .....	19-63
19-VI.D.	Waiting List [Notice PIH 2022-24] .....	19-63
	HCV Waiting List.....	19-63
	SV Waiting List.....	19-64
	HCV Waiting List Preferences .....	19-64
	SV Waiting List Preferences .....	19-64

## **Administrative Plan -Table of Contents**

---

19-VI.E. Family Eligibility [Notice PIH 2022-24].....	19-65
Referring Agency Determination of Eligibility .....	19-65
Mandatory Denials.....	19-65
Permissive Denial .....	19-66
Self-Certification of Income at Admission.....	19-68
Recently Conducted Income Determinations .....	19-68
EIV Income Validation.....	19-69
Social Security Number and Citizenship Status Verification.....	16-69
Age and Disability Verifications .....	19-70
Income Targeting.....	19-70
19-VI.F. Housing Search And Leasing .....	19-71
Initial Voucher Term .....	19-71
HQS Pre-Inspections .....	19-71
Initial Lease Term.....	19-71
Portability .....	19-72
Family Briefing.....	19-72
19-VI.G. Payment Standards.....	19-73
Overview.....	19-73
Increases in Payment Standards.....	19-73
19-VI.H. Project-Based Units.....	19-74
Exhibit 19-1: Sample Stability Voucher (SV) Homeless Provider's Certification.....	19-75
Exhibit 19-2: Sample Victim Service Provider's Certification .....	19-77
Exhibit 19-3: Sample SV Memorandum Of Understanding.....	19-79
GLOSSARY	