

TABLE OF CONTENTS

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 Health 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
PART III:	VERIFYING INCOME AND ASSETS	7-31
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
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-42
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

**NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE
AND RENT REASONABLENESS DETERMINATIONS**

[24 CFR 5 Subpart G and Notice PIH 2023-28]

PART I:	NSPIRE STANDARDS.....	8-3
8-I.A.	Inspectable Areas [24 CFR 5.703(a)(1) and 24 CFR 5.705(a)(2)]	8-3
8-I.B.	Affirmative Habitability Requirements [24 CFR 5.703(b), (c), and (d)].....	8-3
8-I.C.	Modifications to Provide Accessibility [24 CFR 100.203; Notice 2003-31; and Notice PIH 2014-02].....	8-4
8-I.D.	Additional Local Requirements [24 CFR 5.705(a)(3) and Notice PIH 2023-28].....	8-5
8-I.E.	Life-Threatening Deficiencies [Notice PIH 2023-28].....	8-6
8-I.F.	Owner and Family Responsibilities [24 CFR 982.404].....	8-9
	Family Responsibilities	8-9
	Owner Responsibilities.....	8-9
8-I.G.	Lead-Based Paint.....	8-10
	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.H.	Violation of Space Standards [24 CFR 5.703(d)(5)]	8-11
PART II:	THE INSPECTION PROCESS	8-13
8-II.A.	Overview [24 CFR 982.405]	8-13
	Types of Inspections	8-13
	Inspection of PHA-Owned Units [24 CFR 982.352(b)].....	8-13
	Inspection Costs [Notice PIH 2016-05; 24 CFR 5.705(d)]	8-14
	Remote Video Inspections (RVIs) [Notice PIH 2020-31].....	8-14
	Notice and Scheduling	8-14
	Owner and Family Inspection Attendance	8-15
8-II.B.	Initial Inspection	8-15
	Approving Units [FR Notice 1/18/17; Notice PIH 2017-20; and 24 CFR 982.406].....	8-15
	Timing of Initial Inspections [24 CFR 982.395(b)(2)(i)]	8-15
	Inspection Results and Reinspections.....	8-16
	Utilities	8-16
	Appliances	8-16
8-II.C.	Annual/Biennial Inspections [24 CFR 982.405 and 982.406; Notice PIH 2016-05].....	8-17
	Scheduling the Inspection.....	8-17
8-II.D.	Special Inspections [24 CFR 982.405(g)]	8-17
8-II.E.	Quality Control Inspections [24 CFR 982.405(b); 24 CFR 985.3(e); HCV GB, p. 10-32].....	8-18

Administrative Plan -Table of Contents

8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-17
	Correction Timeframes.....	8-17
	Notification of Corrective Actions	8-17
	Extensions.....	8-19
	Reinspections.....	8-19
8-II.G.	Enforcing Owner Compliance	8-20
	HAP Abatement.....	8-20
	HAP Contract Termination.....	8-20
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-20
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-21
8-III.A.	Overview.....	8-21
	PHA-Owned Units [24 CFR 982.352(b)].....	8-21
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-22
	Owner-Initiated Rent Determinations.....	8-22
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-22
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)	8-23
8-III.C.	How Comparability Is Established	8-23
	Factors to Consider	8-23
	Units that Must Not be Used as Comparables	8-23
	Rents Charged for Other Units on the Premises	8-24
8-III.D.	PHA Rent Reasonableness Methodology	8-25
	How Market Data Is Collected	8-25
	How Rents Are Determined.....	8-25
Exhibit 8-1:	affirmative habitability requirements.....	8-27

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(e)]	9-6
	NSPIRE Standards [Notice PIH 2023-28]	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:	PORTABILITY	10-7
	10-II.A. Overview.....	10-7
	10-II.B. Initial PHA Role	10-8
	Allowable Moves under Portability	10-8
	Determining Income Eligibility	10-9
	Reexamination of Family Income and Composition	10-9
	Briefing	10-10
	Voucher Issuance and Term	10-10
	Voucher Extensions and Expiration	10-10
	Preapproval Contact with the Receiving PHA	10-11
	Initial Notification to the Receiving PHA	10-11
	Sending Documentation to the Receiving PHA	10-12
	Initial Billing Deadline [Notice PIH 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.....	11-2
	Notification of and Participation in the Annual Reexamination Process	11-2
	11-I.C. Conducting Annual Reexaminations	11-3
	11-I.D. Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)].....	11-5
	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	11-12
	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:	FOUNDATIONS FOR TERMINATION OF ASSISTANCE 12-1	12-1
	12-I.A. Overview.....	12-1
	12-I.B. Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
	12-I.C. Family Chooses to Terminate Assistance.....	12-2
	12-I.D. Mandatory Termination of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)].....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)]	12-3
	Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2018-24]	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 2010-9].....	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), 24 CFR 984.101(d)]	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.....	12-14
	VAWA Protections against Terminations	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. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	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. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	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. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	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. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	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. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	15-16

Administrative Plan -Table of Contents

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
	15-VI.D. National Standards for the Physical Inspection of Real Estate (NSPIRE).....	15-20
PART VII:	HOMEOWNERSHIP [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	16-27
[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
PART IV: OWNER OR FAMILY DEBTS TO THE PHA	16-31
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
PART V: SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)	16-35
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
PART VI: RECORD KEEPING	16-41
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
PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL	16-45
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 NSPIRE 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
PART III:	DWELLING UNITS	17-21
17-III.A.	Overview.....	17-21
17-III.B.	National Standards for the Physical Inspection of Real Estate [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
	Alternative Inspections [24 CFR 983.103(g); Notice PIH 2016-05].....	17-23
	Other Inspections [24 CFR 983.103(e)]	17-23
	Inspecting PHA-Owned Units [24 CFR 983.103(f)]	17-23
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS	17-25
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 NSPIRE Deficiencies [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(e)].....	17-55
Reasonable Rent [24 CFR 983.301(e) and 983.302(e)(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. National Standards for the Physical Inspection of Real Estate (NSPIRE) [24 CFR 983.101 and 24 CFR 5.703]	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].....	18-21
	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>RAD Blast!</i> 7/11/16]	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 NSPIRE Deficiencies [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</i>	
<i>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
	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
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

Administrative Plan -Table of Contents
