

Administrative Plan -Table of Contents

Introduction

ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN

Chapter 1

OVERVIEW OF THE PROGRAM AND PLAN

PART I:	THE PHA	1-1
	1-I.A. Overview	1-1
	1-I.B. Organization and Structure of the PHA	1-2
	1-I.C. PHA Mission	1-2
	1-I.D. The PHA's Programs.....	1-3
	1-I.E. The PHA's Commitment to Ethics and Service.....	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM	1-5
	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
	Discrimination Complaints.....	2-5
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 982.201(c); FR Notice 02/03/12; Notice PIH 2014-20]	3-3
	Family	3-3
	Household.....	3-3
3-I.C.	Family Breakup and Remaining Member of Tenant Family	3-4
	Family Breakup [24 CFR 982.315]	3-4
	Remaining Member of a Tenant Family [24 CFR 5.403]	3-4
3-I.D.	Head of Household [24 CFR 5.504(b)]	3-5
3-I.E.	Spouse, Cohead, and Other Adult	3-5
3-I.F.	Dependent [24 CFR 5.603]	3-6
	Joint Custody of Dependents.....	3-6
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB, p. 5-29]	3-6
3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403, FR Notice 02/03/12]	3-6
	Elderly Persons	3-6
	Near-Elderly Persons.....	3-6
	Elderly Family	3-6
3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403, FR Notice 02/03/12]	3-7
	Persons with Disabilities	3-7
	Disabled Family	3-7
3-I.J.	Guests [24 CFR 5.100]	3-7
3-I.K.	Foster Children and Foster Adults.....	3-8
3-I.L.	Absent Family Members	3-8
	Definitions of Temporarily and Permanently Absent	3-8
	Absent Students	3-8
	Absences Due to Placement in Foster Care [24 CFR 5.403]	3-9
	Absent Head, Spouse, or Cohead	3-9
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]	3-9
	Return of Permanently Absent Family Members.....	3-9
3-I.M.	Live-In Aide	3-10

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].....	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 2012-10]	3-15
3-II.D.	Family Consent to Release of Information [24 CFR 5.230; HCV GB, p. 5-13]	3-16
3-II.E.	Students Enrolled In Institutions of Higher Education [24 CFR 5.612, FR Notice 4/10/06]	3-17
	Definitions	3-17
	Determining Student Eligibility	3-19
PART III:	DENIAL OF ASSISTANCE	3-21
3-III.A.	Overview	3-21
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-21
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]	3-21
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)].....	3-22
3-III.C.	Other Permitted Reasons for Denial of Assistance	3-23
	Criminal Activity [24 CFR 982.553]	3-23
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)]	3-24
3-III.D.	Screening.....	3-25
	Screening for Eligibility	3-25
	Screening for Suitability as a Tenant [24 CFR 982.307]	3-26
3-III.E.	Criteria for Deciding to Deny Assistance.....	3-27
	Evidence [24 CFR 982.553(c)]	3-27
	Consideration of Circumstances [24 CFR 982.552(c)(2)]	3-27
	Removal of a Family Member's Name from the Application	3-29
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)].....	3-29
3-III.F.	Notice of Eligibility or Denial.....	3-30

Administrative Plan -Table of Contents

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking	3-31
Notification.....	3-31
Documentation	3-32
Exhibit 3-1: Detailed Definitions Related to Disabilities	3-33
Person with Disabilities [24 CFR 5.403].....	3-33
Individual with Handicaps [24 CFR 8.3]	3-35
Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002].....	3-37
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006].....	3-37

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)]	4-14
	Order of Selection	4-15
4-III.D.	Notification of Selection	4-16
4-III.E.	The Application Interview.....	4-16
4-III.F.	Completing the Application Process	4-18

Administrative Plan -Table of Contents

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS.....	5-1
5-I.A.	Overview	5-1
5-I.B.	Briefing [24 CFR 982.301]	5-2
	Notification and Attendance.....	5-2
	Oral Briefing [24 CFR 982.301(a)].....	5-3
	Briefing Packet [24 CFR 982.301(b)]	5-4
	Additional Items to be Included in the Briefing Packet	5-5
5-I.C.	Family Obligations	5-6
	Time Frames for Reporting Changes Required by Family Obligations	5-6
	Family Obligations [24 CFR 982.551].....	5-6
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-11
5-II.A.	Overview	5-11
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402].....	5-11
5-II.C.	Exceptions to Subsidy Standards	5-13
5-II.D.	Voucher Issuance [24 CFR 982.302]	5-14
5-II.E.	Voucher Term and Extensions	5-15
	Voucher Term [24 CFR 982.303]	5-15
	Extensions of Voucher Term [24 CFR 982.303(b)].....	5-15
	Suspensions of Voucher Term [24 CFR 982.303(c)].....	5-17
	Expiration of Voucher Term	5-17

Administrative Plan -Table of Contents

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

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview	6-2
6-I.B.	Household Composition and Income	6-3
	Summary of Income Included and Excluded by Person	6-3
	Temporarily Absent Family Members	6-4
	Family Members Permanently Confined for Medical Reasons	6-5
	Joint Custody of Dependents.....	6-5
	Caretakers for a Child.....	6-6
6-I.C.	Anticipating Annual Income	6-7
	Basis of Annual Income Projection.....	6-7
	Projecting Income.....	6-8
6-I.D.	Earned Income.....	6-9
	Types of Earned Income Included in Annual Income.....	6-9
	Types of Earned Income <u>Not</u> Counted in Annual Income	6-9
6-I.E.	Earned Income Disallowance for Persons with Disabilities [24 CFR 5.617; Streamlining Final Rule (SFR) Federal Register 3/8/16]	6-13
	Eligibility.....	6-13
	Calculation of the Disallowance.....	6-14
	Original Calculation Method.....	6-14
	Revised Calculation Method	6-15
6-I.F.	Business Income [24 CFR 5.609(b)(2)]	6-16
	Business Expenses.....	6-16
	Business Expansion.....	6-16
	Capital Indebtedness.....	6-16
	Negative Business Income	6-17
	Withdrawal of Cash or Assets from a Business	6-17
	Co-owned Businesses.....	6-17
6-I.G.	Assets [24 CFR 5.609(b)(3); 24 CFR 5.603(b)].....	6-18
	Overview	6-17
	General Policies.....	6-18
	Types of Assets	6-22
6-I.H.	Periodic Payments	6-22
	Periodic Payments <u>Included</u> in Annual Income	6-26
	Lump-Sum Payments for the Delayed Start of a Periodic Payment.....	6-26
	Treatment of Overpayment Deductions from Social Security Benefits	6-26
	Periodic Payments <u>Excluded</u> from Annual Income	6-27
6-I.I.	Payments In Lieu of Earnings	6-28

Administrative Plan -Table of Contents

	6-I.J. Welfare Assistance	6-29
	Overview	6-29
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615].....	6-29
	6-I.K. Periodic and Determinable Allowances [24 CFR 5.609(b)(7)].....	6-30
	Alimony and Child Support	6-30
	Regular Contributions or Gifts	6-30
	6-I.L. Student Financial Assistance [24 CFR 5.609(b)(9); Notice PIH 2015-21]	6-31
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9)]; FR 4/10/06; Notice PIH 2015-21]	6-31
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)].....	6-32
	6-I.M. Additional Exclusions From Annual Income	6-33
PART II:	ADJUSTED INCOME	6-37
	6-II.A. Introduction	6-37
	Overview	6-37
	Anticipating Expenses	6-37
	6-II.B. Dependent Deduction	6-38
	6-II.C. Elderly or Disabled Family Deduction.....	6-38
	6-II.D. Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]	6-39
	Definition of <i>Medical Expenses</i>	6-39
	Summary of Allowable Medical Expenses from IRS Publication 502.....	6-39
	Families That Qualify for Both Medical and Disability Assistance Expenses.....	6-40
	6-II.E. Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)]	6-41
	Earned Income Limit on the Disability Assistance Expense Deduction.....	6-41
	Eligible Disability Expenses	6-42
	Necessary and Reasonable Expenses	6-43
	Families That Qualify for Both Medical and Disability Assistance Expenses.....	6-43
	6-II.F. Child Care Expense Deduction	6-44
	Clarifying the Meaning of <i>Child</i> for This Deduction.....	6-44
	Qualifying for the Deduction	6-44
	Earned Income Limit on Child Care Expense Deduction	6-46
	Eligible Child Care Expenses.....	6-47

Administrative Plan -Table of Contents

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY.....	6-49
6-III.A.	Overview of Rent and Subsidy Calculations.....	6-49
	TTP Formula [24 CFR 5.628]	6-49
	Family Share [24 CFR 982.305(a)(5)]	6-49
	PHA Subsidy [24 CFR 982.505(b)]	6-50
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)].....	6-50
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630].....	6-51
	Overview	6-51
	HUD-Defined Financial Hardship.....	6-51
	Implementation of Hardship Exemption	6-53
6-III.C.	Applying Payment Standards [24 CFR 982.505; 982.503(b)]	6-56
	Overview	6-56
	Changes in Payment Standards	6-56
	Reasonable Accommodation	6-57
6-III.D.	Applying Utility Allowances [24 CFR 982.517]	6-58
	Overview	6-58
	Reasonable Accommodation.....	6-58
	Utility Allowance Revisions	6-58
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520]	6-59
Exhibit 6-1:	Annual Income Inclusions	6-61
	HHS Definition of "Assistance"	6-62
Exhibit 6-2:	Annual Income Exclusions	6-64
Exhibit 6-3:	Treatment of Family Assets.....	6-66
Exhibit 6-4:	Earned Income Disallowance for Persons with Disabilities.....	6-67
Exhibit 6-5:	The Effect of Welfare Benefit Reduction.....	6-69

Administrative Plan -Table of Contents

Chapter 7

VERIFICATION

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

PART I:	GENERAL VERIFICATION REQUIREMENTS.....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230]	7-1
	Consent Forms.....	7-1
	Penalties for Failing to Consent [24 CFR 5.232]	7-1
7-I.B.	Overview of Verification Requirements	7-2
	HUD’s Verification Hierarchy [Notice PIH 2010-19]	7-2
	Requirements for Acceptable Documents	7-2
	File Documentation	7-3
7-I.C.	Up-Front Income Verification (UIV)	7-3
	Upfront Income Verification Using HUD’s Enterprise Income Verification (EIV) System (Mandatory)	7-4
	Upfront Income Verification Using Non-HUD Systems (Optional)	7-5
7-I.D.	Third-Party Written and Oral Verification	7-6
	Written Third-Party Verification [Notice PIH 2010-19].....	7-6
	Written Third-Party Verification Form	7-7
	Oral Third-Party Verification [Notice PIH 2010-19].....	7-7
	When Third-Party Verification is Not Required [Notice PIH 2010-19].....	7-8
7-I.E.	Self-Certification	7-9
PART II:	VERIFYING FAMILY INFORMATION	7-11
7-II.A.	Verification of Legal Identity	7-11
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2012-10]	7-12
7-II.C.	Documentation of Age	7-14
7-II.D.	Family Relationships	7-14
	Marriage	7-14
	Separation or Divorce.....	7-15
	Absence of Adult Member	7-15
	Foster Children and Foster Adults.....	7-15
7-II.E.	Verification of Student Status	7-16
	General Requirements	7-16
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education	7-16
7-II.F.	Documentation of Disability	7-17
	Family Members Receiving SSA Disability Benefits	7-18
	Family Members Not Receiving SSA Disability Benefits	7-18
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508].....	7-19
	Overview	7-19
	U.S. Citizens and Nationals.....	7-19
	Eligible Immigrants	7-20
7-II.H.	Verification of Preference Status	7-20

Administrative Plan -Table of Contents

PART III:	VERIFYING INCOME AND ASSETS.....	7-21
	7-III.A. Earned Income.....	7-21
	Tips.....	7-21
	7-III.B. Business and Self Employment Income.....	7-21
	7-III.C. Periodic Payments and Payments In Lieu of Earnings.....	7-22
	Social Security/SSI Benefits.....	7-22
	7-III.D. Alimony or Child Support.....	7-23
	7-III.E. Assets and Income From Assets.....	7-24
	Assets Disposed of for Less than Fair Market Value.....	7-24
	7-III.F. Net Income From Rental Property.....	7-22
	7-III.G. Retirement Accounts.....	7-25
	7-III.H. Income From Excluded Sources.....	7-26
	7-III.I. Zero Annual Income Status.....	7-26
	7-III.J. Student Financial Assistance.....	7-27
	7-III.K. Parental Income of Students Subject to Eligibility Restrictions.....	7-28
PART IV:	VERIFYING MANDATORY DEDUCTIONS.....	7-29
	7-IV.A. Dependent and Elderly/Disabled Household Deductions.....	7-29
	Dependent Deduction.....	7-29
	Elderly/Disabled Family Deduction.....	7-27
	7-IV.B. Medical Expense Deduction.....	7-30
	Amount of Expense.....	7-30
	Eligible Household.....	7-31
	Qualified Expenses.....	7-31
	Unreimbursed Expenses.....	7-31
	Expenses Incurred in Past Years.....	7-31
	7-IV.C. Disability Assistance Expenses.....	7-32
	Amount of Expense.....	7-32
	Family Member is a Person with Disabilities.....	7-33
	Family Member(s) Permitted to Work.....	7-33
	Unreimbursed Expenses.....	7-33
	7-IV.D. Child Care Expenses.....	7-34
	Eligible Child.....	7-34
	Unreimbursed Expense.....	7-34
	Pursuing an Eligible Activity.....	7-35
	Allowable Type of Child Care.....	7-36
	Reasonableness of Expenses.....	7-36
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-37

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)]	8-6
8-I.D.	Owner and Family Responsibilities [24 CFR 982.404]	8-7
	Family Responsibilities	8-7
	Owner Responsibilities.....	8-7
8-I.E.	Special Requirements for Children with Environmental Intervention Blood Lead Level [24 CFR 35.1225]	8-8
8-I.F.	Violation of HQS Space Standards [24 CFR 982.401, 24 CFR 982.403]	8-8
PART II:	THE INSPECTION PROCESS.....	8-9
8-II.A.	Overview [24 CFR 982.405]	8-9
	Types of Inspections.....	8-9
	Inspection of PHA-Owned Units [24 CFR 982.352(b)].....	8-9
	Inspection Costs [Notice PIH 2016-05]	8-10
	Notice and Scheduling.....	8-10
	Owner and Family Inspection Attendance	8-10
8-II.B.	Initial HQS Inspection [24 CFR 982.401(a)]	8-11
	Timing of Initial Inspections	8-11
	Inspection Results and Reinspections	8-11
	Utilities	8-12
	Appliances	8-12
8-II.C.	Annual/Biennial HQS Inspections [24 CFR 982.405; 982.406, Notice PIH 2016-05]	8-13
	Scheduling the Inspection	8-13
8-II.D.	Special Inspections [24 CFR 982.405(g)]	8-13
8-II.E.	Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32]	8-14
8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract	8-14
	Notification of Corrective Actions	8-14
	Extensions	8-15
	Reinspections.....	8-15

Administrative Plan -Table of Contents

8-II.G.	Enforcing Owner Compliance.....	8-16
	HAP Abatement	8-16
	HAP Contract Termination	8-16
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)]	8-16
PART III:	RENT REASONABLENESS [24 CFR 982.507]	8-17
8-III.A.	Overview	8-17
	PHA-Owned Units [24 CFR 982.352(b)].....	8-17
8-III.B.	When Rent Reasonableness Determinations Are Required	8-18
	Owner-Initiated Rent Determinations	8-18
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-18
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)	8-19
8-III.C.	How Comparability Is Established.....	8-19
	Factors to Consider.....	8-19
	Units that Must Not be Used as Comparables.....	8-19
	Rents Charged for Other Units on the Premises.....	8-20
8-III.D.	PHA Rent Reasonableness Methodology.....	8-21
	How Market Data Is Collected	8-21
	How Rents Are Determined	8-21
Exhibit 8-1:	Overview of HUD Housing Quality Standards	8-23
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality	8-27

Administrative Plan -Table of Contents

Chapter 9 GENERAL LEASING POLICIES

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

Administrative Plan -Table of Contents

Chapter 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

PART I:	MOVING WITH CONTINUED ASSISTANCE.....	10-1
10-I.A.	Allowable Moves	10-1
10-I.B.	Restrictions On Moves	10-3
	Denial of Moves	10-3
	Restrictions on Elective Moves [24 CFR 982.354(c)]	10-4
10-I.C.	Moving Process	10-5
	Notification.....	10-5
	Approval.....	10-5
	Reexamination of Family Income and Composition.....	10-5
	Voucher Issuance and Briefing	10-5
	Housing Assistance Payments [24 CFR 982.311(d)].....	10-6
PART II:	PORTABILITY	10-7
10-II.A.	Overview	10-7
10-II.B.	Initial PHA Role.....	10-8
	Allowable Moves under Portability	10-8
	Determining Income Eligibility.....	10-9
	Reexamination of Family Income and Composition.....	10-9
	Briefing.....	10-10
	Voucher Issuance and Term	10-10
	Voucher Extensions and Expiration	10-10
	Preapproval Contact with the Receiving PHA	10-11
	Initial Notification to the Receiving PHA	10-11
	Sending Documentation to the Receiving PHA	10-12
	Initial Billing Deadline [Notice PIH 2012-42, Letter to Executive Directors, 9/15/15].....	10-13
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2012-42]	10-13
	Annual Updates of Form HUD-50058	10-14
	Denial or Termination of Assistance [24 CFR 982.355(c)(17)] ..	10-14
10-II.C.	Receiving PHA Role	10-15
	Responding to Initial PHA's Request [24 CFR 982.355(c)].....	10-15
	Initial Contact with Family.....	10-15
	Briefing.....	10-16
	Income Eligibility and Reexamination.....	10-16
	Voucher Issuance	10-17
	Notifying the Initial PHA	10-18
	Administering a Portable Family's Voucher.....	10-18
	Absorbing a Portable Family.....	10-21

Administrative Plan -Table of Contents

Chapter 11 REEXAMINATIONS

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516]	11-1
	11-I.A. Overview	11-1
	11-I.B. Streamlined Annual Reexaminations [24 CFR 982.516(b)]	11-2
	11-I.C. Scheduling Annual Reexaminations	11-3
	Notification of and Participation in the Annual Reexamination Process.....	11-3
	11-I.D. Conducting Annual Reexaminations.....	11-4
	11-I.E. Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)]	11-6
	11-I.F. Effective Dates	11-7
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-9
	11-II.A. Overview	11-9
	11-II.B. Changes In Family and Household Composition.....	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
	PHA-Initiated Interim Reexaminations.....	11-12
	Family-Initiated Interim Reexaminations	11-13
	11-II.D. Processing the Interim Reexamination.....	11-14
	Method of Reporting	11-14
	Effective Dates	11-14
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT.....	11-15
	11-III.A. Overview	11-15
	11-III.B. Changes In Payment Standards and Utility Allowances	11-15
	Payment Standards [24 CFR 982.505].....	11-15
	Subsidy Standards [24 CFR 982.505(c)(4)].....	11-16
	Utility Allowances [24 CFR 982.517(d)].....	11-16
	11-III.C. Notification of New Family Share and HAP Amount	11-16
	11-III.D. Discrepancies.....	11-16

Administrative Plan -Table of Contents

Chapter 12 TERMINATION OF ASSISTANCE AND TENANCY

PART I:	 GROUND S FOR TERMINATION OF ASSISTANCE	12-1
	12-I.A. Overview	12-1
	12-I.B. Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
	12-I.C. Family Chooses to Terminate Assistance	12-2
	12-I.D. Mandatory Termination of Assistance	12-2
	Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)]	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)]	12-3
	Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2012-10]	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)].....	12-3
	Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]	12-3
	Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-3]	12-4
	12-I.E. Mandatory Policies and Other Authorized Terminations.....	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]	12-4
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c)]	12-7
PART II:	 APPROACH TO TERMINATION OF ASSISTANCE	12-9
	12-II.A. Overview	12-9
	12-II.B. Method of Termination [24 CFR 982.552(a)(3)]	12-9
	12-II.C. Alternatives to Termination of Assistance	12-9
	Change in Household Composition.....	12-9
	Repayment of Family Debts.....	12-9
	12-II.D. Criteria for Deciding to Terminate Assistance.....	12-10
	Evidence	12-10
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)].....	12-10
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)].....	12-11
	12-II.E. Terminations Related to Domestic Violence, Dating Violence, Sexual Assault or Stalking	12-12
	VAWA Protections against Terminations	12-12
	Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]	12-13
	Documentation of Abuse [24 CFR 5.2007].....	12-14
	Terminating the Assistance of a Domestic Violence Perpetrator.....	12-14
	12-II.F. Termination Notice.....	12-15

Administrative Plan -Table of Contents

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

Administrative Plan -Table of Contents

Chapter 13 OWNERS

PART I:	OWNERS IN THE HCV PROGRAM	13-3
	13-I.A. Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6].....	13-3
	Recruitment	13-3
	Retention	13-4
	13-I.B. Basic HCV Program Requirements.....	13-5
	13-I.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]	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

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
	Repayment to the PHA.....	14-12
	PHA Reimbursement to Family or Owner.....	14-12
	Prohibited Activities.....	14-12
14-II.E.	Criminal Prosecution.....	14-13
14-II.F.	Fraud and Program Abuse Recoveries.....	14-14

Administrative Plan -Table of Contents

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

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605].....	15-3
	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]	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 and HCV GB p. 7-4]	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].....	15-9
	15-IV.I. Overview	15-9
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation.....	15-9
	15-IV.C. Housing Quality Standards.....	15-10
PART V:	COOPERATIVE HOUSING [24 CFR 982.619]	15-11
	15-V.A. Overview	15-11
	15-V.B. Payment Standard, Utility Allowance and HAP Calculation.....	15-11
	15-V.C. Housing Quality Standards.....	15-11
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624]	15-13
	15-VI.A. Overview	15-13
	15-VI.B. Special Policies for Manufactured Home Owners	
	Who Lease A Space	15-13
	Family Income.....	15-13
	Lease and HAP Contract	15-13
	15-VI.C. Payment Standard, Utility Allowance and HAP Calculation.....	15-14
	Payment Standards	15-14
	Utility Allowance	15-14
	Space Rent.....	15-14
	Housing Assistance Payment	15-14
	Rent Reasonableness	15-14
	15-VI.D. Housing Quality Standards.....	15-15

Administrative Plan -Table of Contents

PART VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643]	15-17
15-VII.A. Overview [24 CFR 982.625]	15-17
15-VII.B. Family Eligibility [24 CFR 982.627]	15-18
15-VII.C. Selection of Families [24 CFR 982.626]	15-19
15-VII.D. Eligible Units [24 CFR 982.628]	15-19
15-VII.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629]	15-20
15-VII.F. Homeownership Counseling [24 CFR 982.630]	15-21
15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631]	15-22
Home Inspections	15-22
Contract of Sale	15-22
Disapproval of a Seller	15-22
15-VII.H. Financing [24 CFR 982.632]	15-23
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633]	15-23
15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634]	15-24
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]	15-24
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]	15-27
15-VII.M. Moving with Continued Assistance [24 CFR 982.637]	15-27
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638]	15-28

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 [982.503(c)]	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.....	16-9
	Utility Allowance Revisions	16-9
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	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
	Informal Review Decision [24 CFR 982.554(b)].....	16-13
	16-III.C. Informal Hearings for Participants [24 CFR 982.555].....	16-14
	Decisions Subject to Informal Hearing	16-14
	Informal Hearing Procedures	16-16
	16-III.D. Hearing and Appeal Provisions for Noncitizens [24 CFR 5.514].....	16-23
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]	16-23
	USCIS Appeal Process [24 CFR 5.514(e)]	16-24
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)].....	16-24
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)].....	16-26
	Retention of Documents [24 CFR 5.514(h)]	16-26

Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-27
	16-IV.A. Overview	16-27
	16-IV.B. Repayment Policy.....	16-28
	Owner Debts to the PHA.....	16-28
	Family Debts to the PHA	16-28
	Repayment Agreement [24 CFR 792.103].....	16-28
	General Repayment Agreement Guidelines.....	16-28
	Repayment Agreements Involving Improper Payments	16-30
PART V:	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)	16-31
	16-V.A. Overview	16-31
	16-V.B. SEMAP Certification [24 CFR 985.101]	16-32
	HUD Verification Method.....	16-32
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648].....	16-33
	SEMAP Indicators Chart.....	16-33
PART VI:	RECORD KEEPING	16-37
	16-VI.A. Overview	16-37
	16-VI.B. Record Retention [24 CFR 982.158].....	16-37
	16-VI.C. Records Management.....	16-38
	Privacy Act Requirements [24 CFR 5.212 and Form-9886].....	16-38
	Upfront Income Verification (UIV) Records	16-38
	Criminal Records.....	16-39
	Medical/Disability Records.....	16-39
	Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	16-39
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL	16-41
	16-VII.A. Overview	16-41
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)].....	16-41
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)].....	16-41
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING	16-43
	16-VIII.A. Overview	16-43
	16-VIII.B. Methodology.....	16-43

Administrative Plan -Table of Contents

PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY	16-45
16-IX.A. Overview	16-45
16-IX.B. Definitions [24 CFR 5.2003].....	16-45
16-IX.C. Notification [24 CFR 5.2005(a), 42 USC 13925]	16-47
Notification to Public	16-47
Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)].....	16-48
Notification to Owners and Managers [24 CFR 5.2005(a)(2)].....	16-48
16-IX.D. Documentation [24 CFR 5.2007].....	16-49
Conflicting Documentation [24 CFR 5.2007(e)]	16-50
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]	16-50
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)].....	16-50
Exhibit 16-1: Sample Notice to Housing Choice Voucher Applicants and Participants Regarding the Violence Against Women Act (VAWA).....	16-51
Exhibit 16-2: Sample Notice to Housing Choice Voucher Owners and Managers Regarding the Violence Against Women Act (VAWA).....	16-55

Administrative Plan -Table of Contents

Chapter 17 PROJECT-BASED VOUCHERS

PART I:	GENERAL REQUIREMENTS.....	17-3
17-I.A.	Overview [24 CFR 983.5].....	17-3
17-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2].....	17-3
17-I.C.	Relocation Requirements [24 CFR 983.7].....	17-4
17-I.D.	Equal Opportunity Requirements [24 CFR 983.8].....	17-4
PART II:	PBV OWNER PROPOSALS.....	17-5
17-II.A.	Overview.....	17-5
17-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51(b)].....	17-5
	Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)].....	17-6
	PHA-Owned Units [24 CFR 983.51(e), 983.59, and Notice PIH 2015-05].....	17-9
	PHA Notice of Owner Selection [24 CFR 983.51(d)].....	17-10
17-II.C.	Housing Type [24 CFR 983.52].....	17-10
17-II.D.	Prohibition of Assistance for Certain Units.....	17-11
	Ineligible Housing Types [24 CFR 983.53].....	17-11
	Subsidized Housing [24 CFR 983.54].....	17-11
17-II.E.	Subsidy Layering Requirements [24 CFR 983.55, FR Notice 11/24/08, FR Notice 7/9/10, and FR Notice 6/25/14].....	17-12
17-II.F.	Cap On Number of PBV Units in Each Project.....	17-12
	25 Percent per Project Cap [24 CFR 983.56(a)].....	17-12
	Exceptions to 25 Percent per Project Cap [24 CFR 983.56(b)].....	17-13
	Promoting Partially-Assisted Buildings [24 CFR 983.56(c)].....	17-13
17-II.G.	Site Selection Standards.....	17-14
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-14
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-15
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-15
17-II.H.	Environmental Review [24 CFR 983.58].....	17-16

Administrative Plan -Table of Contents

PART III:	DWELLING UNITS	17-17
	17-III.A. Overview	17-17
	17-III.B. Housing Quality Standards [24 CFR 983.101]	17-17
	Lead-based Paint [24 CFR 983.101(c)].....	17-17
	17-III.C. Housing Accessibility for Persons with Disabilities	17-17
	17-III.D. Inspecting Units.....	17-18
	Pre-selection Inspection [24 CFR 983.103(a)].....	17-18
	Pre-HAP Contract Inspections [24 CFR 983.103(b)]	17-18
	Turnover Inspections [24 CFR 983.103(c)]	17-18
	Annual/Biennial Inspections [24 CFR 983.103(d), FR Notice 6/25/14].....	17-18
	Other Inspections [24 CFR 983.103(e)]	17-18
	Inspecting PHA-Owned Units [24 CFR 983.103(f)].....	17-19
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS	17-21
	17-IV.A. Overview [24 CFR 983.151]	17-21
	17-IV.B. Agreement to Enter into HAP Contract	17-21
	Content of the Agreement [24 CFR 983.152(d)]	17-21
	Execution of the Agreement [24 CFR 983.153].....	17-22
	17-IV.C. Conduct of Development Work	17-23
	Labor Standards [24 CFR 983.154(b)].....	17-23
	Equal Opportunity [24 CFR 983.154(c)]	17-23
	Owner Disclosure [24 CFR 983.154(d) and (e)]	17-23
	17-IV.D. Completion of Housing	17-24
	Evidence of Completion [24 CFR 983.155(b)]	17-24
	PHA Acceptance of Completed Units [24 CFR 983.156].....	17-24
PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)	17-25
	17-V.A. Overview	17-25
	17-V.B. HAP Contract Requirements	17-25
	Contract Information [24 CFR 983.203].....	17-25
	Execution of the HAP Contract [24 CFR 983.204].....	17-26
	Term of HAP Contract [24 CFR 983.205].....	17-26
	Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206]	17-28
	Remedies for HQS Violations [24 CFR 983.208(b)]	17-28
	17-V.C. Amendments to the HAP Contract.....	17-29
	Substitution of Contract Units [24 CFR 983.207(a)]	17-29
	Addition of Contract Units [24 CFR 983.207(b)]	17-29
	17-V.D. HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)].....	17-29
	17-V.E. Owner Responsibilities Under the HAP [24 CFR 983.210]	17-30
	17-V.F. Additional HAP Requirements.....	17-31
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]	17-31
	Vacancy Payments [24 CFR 983.352(b)].....	17-31

Administrative Plan -Table of Contents

PART VI:	SELECTION OF PBV PROGRAM PARTICIPANTS.....	17-33
	17-VI.A. Overview	17-33
	17-VI.B. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)]	17-33
	In-Place Families [24 CFR 983.251(b)]	17-34
	17-VI.C. Organization of the Waiting List [24 CFR 983.251(c)]	17-35
	17-VI.D. Selection From the Waiting List [24 CFR 983.251(c)]	17-35
	Income Targeting [24 CFR 983.251(c)(6)]	17-35
	Units with Accessibility Features [24 CFR 983.251(c)(7)]	17-35
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08].....	17-36
	17-VI.E. Offer of PBV Assistance	17-37
	Refusal of Offer [24 CFR 983.251(e)(3)]	17-37
	Disapproval by Landlord [24 CFR 983.251(e)(2)]	17-37
	Acceptance of Offer [24 CFR 983.252]	17-37
	17-VI.F. Owner Selection of Tenants	17-38
	Leasing [24 CFR 983.253(a)].....	17-38
	Filling Vacancies [24 CFR 983.254(a)]	17-38
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]	17-38
	17-VI.G. Tenant Screening [24 CFR 983.255].....	17-39
	PHA Responsibility	17-39
	Owner Responsibility	17-39
PART VII:	OCCUPANCY.....	17-41
	17-VII.A. Overview	17-41
	17-VII.B. Lease [24 CFR 983.256]	17-41
	Form of Lease [24 CFR 983.256(b)].....	17-41
	Lease Requirements [24 CFR 983.256(c)].....	17-41
	Tenancy Addendum [24 CFR 983.256(d)].....	17-42
	Initial Term and Lease Renewal [24 CFR 983.256(f)]	17-42
	Changes in the Lease [24 CFR 983.256(e)]	17-42
	Owner Termination of Tenancy [24 CFR 983.257]	17-43
	Continuation of Housing Assistance Payments [24 CFR 983.258]	17-43
	Security Deposits [24 CFR 983.259]	17-44
	17-VII.C. Moves	17-45
	Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260].....	17-45
	Family Right to Move [24 CFR 983.261]	17-46
	17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.262].....	17-47

Administrative Plan -Table of Contents

PART VIII: DETERMINING RENT TO OWNER	17-49
17-VIII.A. Overview	17-49
17-VIII.B. Rent Limits [24 CFR 983.301]	17-49
Certain Tax Credit Units [24 CFR 983.301(c)]	17-49
Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)]	17-50
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]	17-51
Redetermination of Rent [24 CFR 983.302]	17-52
PHA-Owned Units [24 CFR 983.301(g)]	17-52
17-VIII.C. Reasonable Rent [24 CFR 983.303]	17-53
When Rent Reasonable Determinations Are Required	17-53
How to Determine Reasonable Rent	17-53
PHA-Owned Units	17-53
Owner Certification of Reasonable Rent	17-54
17-VIII.D. Effect of Other Subsidy and Rent Control	17-54
Other Subsidy [24 CFR 983.304]	17-54
Rent Control [24 CFR 983.305]	17-54
PART IX: PAYMENTS TO OWNER	17-55
17-IX.A. Housing Assistance Payments [24 CFR 983.351]	17-55
17-IX.B. Vacancy Payments [24 CFR 983.352]	17-55
17-IX.C. Tenant Rent to Owner [24 CFR 983.353]	17-57
Tenant and PHA Responsibilities	17-57
Utility Reimbursements	17-57
17-IX.D. Other Fees and Charges [24 CFR 983.354]	17-58
Meals and Supportive Services	17-58
Other Charges by Owner	17-58

CHAPTER 18

INTRODUCTION	18-Error! Bookmark not defined.
PART I: GENERAL REQUIREMENTS	18-Error! Bookmark not defined.
18-I.A. OVERVIEW AND HISTORY OF THE RAD PROGRAM	18-Error! Bookmark not defined.
18-I.B. APPLICABLE REGULATIONS	18-Error! Bookmark not defined.
18-I.C. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]	18-Error! Bookmark not defined.
18-I.D. RELOCATION REQUIREMENTS [Notice PIH 2014-17]	18-Error! Bookmark not defined.
18-I.E. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8; Notice PIH 2012-32, REV-2]	18-Error! Bookmark not defined.
PART II: PBV PROJECT SELECTION	18-Error! Bookmark not defined.
18-II.A. OVERVIEW	18-Error! Bookmark not defined.

Administrative Plan -Table of Contents

18-II.B. OWNERSHIP AND CONTROL [Notice PIH 2012-32, REV-2]	18- Error! Bookmark not defined.
18-II.C. PHA-OWNED UNITS [24 CFR 983.59 and Notice PIH 2012-32, REV-2]	18- Error! Bookmark not defined.
18-II.D. SUBSIDY LAYERING REQUIREMENTS [Notice PIH 2012-32, REV-2]	18- Error! Bookmark not defined.
18-II.E. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT ..	18- Error! Bookmark not defined.
Exceptions to the 50 Percent per Project Cap [24 CFR 983.56(b) and Notice PIH 2012-32, REV-2]	18- Error! Bookmark not defined.
Promoting Partially Assisted Projects [24 CFR 983.56(c)]	18- Error! Bookmark not defined.
18-II.F. SITE SELECTION STANDARDS	18- Error! Bookmark not defined.
18-II.G. ENVIRONMENTAL REVIEW	18- Error! Bookmark not defined.
PART III: DWELLING UNITS	18- Error! Bookmark not defined.
18-III.A. OVERVIEW	18- Error! Bookmark not defined.
18-III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]	18- Error! Bookmark not defined.
Lead-based Paint [24 CFR 983.101(c)]	18- Error! Bookmark not defined.
18-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES .	18- Error! Bookmark not defined.
18-III.D. INSPECTING UNITS	18- Error! Bookmark not defined.
PART IV: HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT..	18- Error! Bookmark not defined.
18-IV.B. HAP CONTRACT REQUIREMENTS	18- Error! Bookmark not defined.
18-IV.C. AMENDMENTS TO THE HAP CONTRACT	18- Error! Bookmark not defined.
18-IV.D. HAP CONTRACT YEAR AND ANNIVERSARY DATES [24 CFR 983.302(e)]	18- Error! Bookmark not defined.
18-IV.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT	18- Error! Bookmark not defined.
18-IV.F. VACANCY PAYMENTS [24 CFR 983.352(b)]	18- Error! Bookmark not defined.
PART V: SELECTION OF PBV PROGRAM PARTICIPANTS	18- Error! Bookmark not defined.
18-V.B. PROHIBITED RESCREENING OF EXISTING TENANTS UPON CONVERSION [Notice PIH 2012-32, REV-2]	18- Error! Bookmark not defined.

Administrative Plan -Table of Contents

18-V.C. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)] ...	18-Error!
Bookmark not defined.	
18-V.D. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c) and Notice PIH 2012-32, REV-2]	18-Error! Bookmark not defined.
18-V.E. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]	18-Error! Bookmark not defined.
18-V.F. OFFER OF PBV ASSISTANCE	18-Error! Bookmark not defined.
18-V.G. OWNER SELECTION OF TENANTS	18-Error! Bookmark not defined.
18-V.H. TENANT SCREENING [24 CFR 983.255]	18-Error! Bookmark not defined.
PART VI: OCCUPANCY	18-Error! Bookmark not defined.
18-VI.B. LEASE [24 CFR 983.256 and Notice PIH 2012-32, REV-2]	18-Error! Bookmark not defined.
Initial Term and Lease Renewal [24 CFR 983.256(f) and PBV Quick Reference Guide (10/14)]	18-Error! Bookmark not defined.
Owner Termination of Tenancy [24 CFR 983.257 and Notice PIH 2012-32, REV-2].....	18-Error! Bookmark not defined.
Security Deposits [24 CFR 983.259 and PBV Quick Reference Guide (10/14)].....	18-Error! Bookmark not defined.
18-VI.C. PUBLIC HOUSING FSS AND ROSS PARTICIPANTS [Notice PIH 2012-32,	18-Error! Bookmark not defined.
18-VI.D. RESIDENT PARTICIPATION AND FUNDING [Notice PIH 2012-32, REV-2]	18-Error! Bookmark not defined.
18-VI.E. MOVES	18-Error! Bookmark not defined.
18-VI.F. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.262]	18-Error! Bookmark not defined.
18-VI.G. REEXAMINATIONS [PBV Quick Reference Guide (10/14)]	18-Error! Bookmark not defined.
18-VI.I. RESIDENTS' PROCEDURAL RIGHTS [Notice PIH 2012-32, REV-2].	18-Error! Bookmark not defined.
18-VII.B. ADJUSTING CONTRACT RENTS	18-Error! Bookmark not defined.
18-VII.C. UTILITY ALLOWANCES	18-Error! Bookmark not defined.
18-VII.D. REASONABLE RENT [24 CFR 983.303]	18-Error! Bookmark not defined.
PART VIII: PAYMENTS TO OWNER	18-Error! Bookmark not defined.
18-VIII.B. VACANCY PAYMENTS [24 CFR 983.352]	18-Error! Bookmark not defined.
18-VIII.C. TENANT RENT TO OWNER [24 CFR 983.353].....	18-Error! Bookmark not defined.

Administrative Plan -Table of Contents

18-VIII.D. PHASE-IN OF TENANT RENT INCREASES..... 18-**Error! Bookmark not defined.**

18.VIII.E. OTHER FEES AND CHARGES [24 CFR 983.354].... 18-**Error! Bookmark not defined.**

GLOSSARY