

## Administrative Plan -Table of Contents

---

### Introduction

#### HOTMA CHANGES IN THE ADMINSTRATIVE PLAN

HOTMA 102/104.....	Intro-i
HOTMA Voucher Final Rule .....	Intro-ii

#### ABOUT THE ADMINISTRATIVE PLAN

References Cited in the Administrative Plan.....	Intro-iii
HUD.....	Intro-iii
NSPIRE and HQS in the Administrative Plan.....	Intro-iv
HOTMA Sections 102 And 104 Changes in the Model Policy.....	Intro-iv
HOTMA Voucher Final Rule Changes in the Model Policy.....	Intro-v
Resources Cited in the Administrative Plan .....	Intro-v

### Chapter 1

#### OVERVIEW OF THE PROGRAM AND PLAN

<b>PART I:</b>	<b>THE PHA.....</b>	<b>1-1</b>
	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
<b>PART II:</b>	<b>THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....</b>	<b>1-5</b>
	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
<b>PART III:</b>	<b>THE HCV ADMINISTRATIVE PLAN.....</b>	<b>1-13</b>
	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.....	3-9
	Definitions of Temporarily and Permanently Absent.....	3-9
	Absent Students .....	3-9
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-10
	Absent Head, Spouse, or Cohead .....	3-10
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-10
	Return of Permanently Absent Family Members .....	3-10
3-I.M.	Live-In Aide.....	3-11

## Administrative Plan -Table of Contents

---

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-13
3-II.A.	Income Eligibility and Targeting.....	3-13
	Income Limits.....	3-13
	Definitions of the Income Limits [24 CFR 5.603(b)].....	3-13
	Using Income Limits for Eligibility [24 CFR 982.201]	
	and Notice PIH 2023-27 .....	3-13
	Using Income Limits for Targeting [24 CFR 982.201].....	3-14
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E] .....	3-15
	Declaration [24 CFR 5.508] .....	3-15
	Mixed Families .....	3-16
	Ineligible Families [24 CFR 5.514(d), (e), and (f)] .....	3-16
	Timeframe for Determination of Citizenship Status	
	[24 CFR 5.508(g)] .....	3-17
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218,	
	Notice PIH 2018-24].....	3-17
3-II.D.	Family Consent to Release of Information [24 CFR 5.230,	
	24 CFR 5.232, and HCV GB, p. 5-13] .....	3-17
3-II.E.	Students Enrolled In Institutions of Higher Education	
	[24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16].....	3-18
	Definitions .....	3-18
	Determining Student Eligibility.....	3-28
3-II.F.	EIV System Searches [EIV FAQs; EIV System Training 9/30/20;	
	and Notice PIH 2023-27].....	3-23
	Existing Tenant Search .....	3-23
	Debts Owed to PHAs and Terminations.....	3-24
	EIV Income Report.....	3-24

**Administrative Plan -Table of Contents**

---

PART III: DENIAL OF ASSISTANCE ..... 3-25

3-III.A. Overview..... 3-25

Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] ..... 3-26

Prohibited Reasons for Denial of Program Assistance  
[24 CFR 982.202(b), 24 CFR 5.2005(b)] ..... 3-26

3-III.B. Mandatory Denial of Assistance [24 CFR 982.553(a)  
and 24 CFR 982.552(b)(6)] ..... 3-27

3-III.C. Restriction on Assistance Based on Assets [24 CFR 5.618] ..... 3-28

3-III.D. Other Permitted Reasons for Denial of Assistance ..... 3-30

Criminal Activity [24 CFR 982.553]..... 3-30

Previous Behavior in Assisted Housing [24 CFR 982.552(c)] ..... 3-31

3-III.E. Screening ..... 3-33

Screening for Eligibility ..... 3-33

Screening for Suitability as a Tenant [24 CFR 982.307]..... 3-34

3-III.F. Criteria for Deciding to Deny Assistance ..... 3-35

Evidence [24 CFR 982.553(c)]..... 3-35

Consideration of Circumstances [24 CFR 982.552(c)(2)]..... 3-35

Removal of a Family Member's Name from the Application..... 3-37

Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] ..... 3-37

3-III.G. Notice of Eligibility or Denial ..... 3-38

3-III.H. Prohibition Against Denial of Assistance to Victims of Domestic  
Violence, Dating Violence, Sexual Assault, Stalking,  
and Human Trafficking..... 3-39

Notification ..... 3-39

Documentation..... 3-40

Exhibit 3-1: Detailed Definitions Related to Disabilities ..... 3-41

Person with Disabilities [24 CFR 5.403]..... 3-41

Individual with Handicaps [24 CFR 8.3]..... 3-43

Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] ..... 3-45

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] ..... 3-45

**Administrative Plan -Table of Contents**

---

**Chapter 4**

**APPLICATIONS, WAITING LIST AND TENANT SELECTION**

<b>PART I:</b>	<b>THE APPLICATION PROCESS .....</b>	<b>4-3</b>
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
<b>PART II:</b>	<b>MANAGING THE WAITING LIST.....</b>	<b>4-7</b>
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
<b>PART III:</b>	<b>SELECTION FOR HCV ASSISTANCE .....</b>	<b>4-13</b>
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 .....	5-8
5-I.C.	Family Obligations .....	5-9
	Time Frames for Reporting Changes Required by Family Obligations .....	5-9
	Family Obligations [24 CFR 982.551] .....	5-9
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.A.**  
**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; Notice PIH 2023 27] .....	6-13
	Calculation of the Disallowance .....	6-13
	Calculation Method .....	6-13
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-14
	Business Expenses .....	6-14
	Business Expansion .....	6-14
	Capital Indebtedness .....	6-14
	Negative Business Income.....	6-15
	Withdrawal of Cash or Assets from a Business.....	6-15
	Co-owned Businesses .....	6-15
6-I.G.	Assets [24 CFR 5.609(b)(3); 24 CFR 5.603(b)] .....	6-16
	Overview.....	6-16
	General Policies .....	6-16
	Types of Assets.....	6-20
6-I.H.	Periodic Payments .....	6-24
	Periodic Payments <u>Included</u> in Annual Income.....	6-24
	Lump-Sum Payments for the Delayed Start of a Periodic Payment.....	6-24
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-24
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-25
6-I.I.	Payments In Lieu of Earnings.....	6-26

**Administrative Plan -Table of Contents**

6-I.J.	Welfare Assistance .....	6-27
	Overview.....	6-27
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-27
6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)].....	6-28
	Alimony and Child Support.....	6-28
	Regular Contributions or Gifts .....	6-28
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9); Notice PIH 2015-21].....	6-29
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9) ); FR 4/10/06; Notice PIH 2015-21].....	6-29
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)] .....	6-30
6-I.M.	Additional Exclusions From Annual Income .....	6-31
PART II:	ADJUSTED INCOME.....	6-35
6-II.A.	Introduction.....	6-35
	Overview.....	6-35
	Anticipating Expenses .....	6-35
6-II.B.	Dependent Deduction .....	6-36
6-II.C.	Elderly or Disabled Family Deduction .....	6-36
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-37
	Definition of <i>Medical Expenses</i> .....	6-37
	Summary of Allowable Medical Expenses from IRS Publication 502 .....	6-37
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-38
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-39
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-39
	Eligible Disability Expenses.....	6-40
	Necessary and Reasonable Expenses.....	6-41
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-41
6-II.F.	Childcare Expense Deduction.....	6-42
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-42
	Qualifying for the Deduction.....	6-42
	Earned Income Limit on Childcare Expense Deduction .....	6-43
	Eligible Childcare Expenses .....	6-44

## Administrative Plan -Table of Contents

---

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY .....	6-45
6-III.A.	Overview of Rent and Subsidy Calculations .....	6-45
	TTP Formula [24 CFR 5.628] .....	6-45
	Family Share [24 CFR 982.305(a)(5)].....	6-45
	PHA Subsidy [24 CFR 982.505(b)].....	6-46
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)] .....	6-50
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-47
	Overview.....	6-47
	HUD-Defined Financial Hardship.....	6-47
	Implementation of Hardship Exemption .....	6-48
6-III.C.	Applying Payment Standards [24 CFR 982.505(c) and Notice PIH 2024-34].....	6-50
	Overview.....	6-50
	Changes in Payment Standards.....	6-50
	Reasonable Accommodation [24 CFR 982.503(d)(5)].....	6-52
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-53
	Overview.....	6-53
	Flat Fees [24 CFR 982.517(b)(2)(iii)] .....	6-53
	PBV Developments [24 CFR 982.517(b)(2)(iv)] .....	6-53
	Reasonable Accommodation and Individual Relief .....	6-53
	Utility Allowance Revisions.....	6-54
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-55
Exhibit 6-1:	Annual Income Inclusions .....	6-57
	HHS Definition of "Assistance" .....	6-58
Exhibit 6-2:	Annual Income Exclusions .....	6-60
Exhibit 6-3:	Treatment of Family Assets .....	6-62
Exhibit 6-5:	The Effect of Welfare Benefit Reduction .....	6-63

**Administrative Plan -Table of Contents**

---

**Chapter 6.B.**  
**INCOME AND SUBSIDY DETERMINATIONS UNDER HOTMA 102/104**  
[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)].....	6-14
	Calculating Income from Student Financial Assistance [HOTMA Student Financial Assistance Resource Sheet; Notice PIH 2023-27 .....	6-16

## 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); FR Notice 1/31/2024].....	6-26
PART II:	ASSETS .....	6-33
	6-II.A. Overview.....	6-33
	6-II.B. Assets Disposed of for Less Than Fair Market Value [24 CFR 5.603(b)(2)].....	6-34
	6-II.C. Asset Inclusions and Exclusions.....	6-35
	6-II.D. Determining Income from Assets .....	6-43
PART III:	ADJUSTED INCOME.....	6-45
	6-III.A. Introduction.....	6-45
	Overview.....	6-45
	Anticipating Expenses .....	6-46
	6-III.B. Dependent Deduction .....	6-46
	6-III.C. Elderly or Disabled Family Deduction .....	6-46
	6-III.D. Health and Medical Care Expenses Deduction [24 CFR 5.611(a)(3)(i) and 5.603(b)].....	6-47
	Definition of <i>Medical Expenses</i> .....	6-47
	Families That Qualify for Both and Medical and Disability Assistance Expenses .....	6-48
	6-III.E. Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-49
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-49
	Necessary and Reasonable Expenses.....	6-49
	Families That Qualify for Both Health and Medical and Disability Assistance Expenses .....	6-50

## Administrative Plan -Table of Contents

6-III.F.	Childcare Expense Deduction.....	6-51
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-51
	Qualifying for the Deduction.....	6-51
	Earned Income Limit on Childcare Expense Deduction .....	6-52
	Eligible Childcare Expenses .....	6-53
6-III.G.	Hardship Exemptions [24 CFR 5.611(c), (d), and (e)] .....	6-54
	Health and Medical Care and Disability Assistance	
	Expenses [24 CFR 5.611(c); Notice PIH 2023-27] .....	6-54
	Phased-In Relief.....	6-54
	General Relief .....	6-55
	Childcare Expense Hardship Exemption [24 CFR 5.611(d)	
	and Notice PIH 2023-27].....	6-57
6-III.H.	Permissive Deductions [24 CFR 5.611(b)(1)(ii)] .....	6-60
PART IV:	CALCULATING FAMILY SHARE AND PHA SUBSIDY .....	6-61
6-IV.A.	Overview of Rent and Subsidy Calculations.....	6-61
	TTP Formula [24 CFR 5.628] .....	6-61
	Family Share [24 CFR 982.305(a)(5)].....	6-61
	PHA Subsidy [24 CFR 982.505(b)].....	6-62
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)] .....	6-62
6-IV.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-63
	Overview.....	6-63
	HUD-Defined Financial Hardship .....	6-61
	Implementation of Hardship Exemption .....	6-64
6-IV.C.	Applying Payment Standards [24 CFR 982.505(c) and	
	Notice PIH 2024 34].....	6-66
	Overview.....	6-66
	Changes in Payment Standards.....	6-66
	Reasonable Accommodation [24 CFR 982.503(d)(5)].....	6-68
6-IV.D.	Applying Utility Allowances [24 CFR 982.517].....	6-69
	Overview.....	6-69
	Flat Fees [24 CFR 982.517(b)(2)(iii)] .....	6-69
	PBV Developments [24 CFR 982.517(b)(2)(iv)] .....	6-69
	Reasonable Accommodation and Individual Relief .....	6-69
	Utility Allowance Revisions.....	6-70
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-71
Exhibit 6-1:	Annual Income Full Definition.....	6-73
Exhibit 6-2:	Treatment of Family Assets.....	6-78
Exhibit 6-3:	The Effect of Welfare Benefit Reduction .....	6-79

**Administrative Plan -Table of Contents**

---

**Chapter 7.A.  
VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2018-18]

<b>PART I:</b>	<b>GENERAL VERIFICATION REQUIREMENTS .....</b>	<b>7-1</b>
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
	Form HUD-9886-A [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] .....	7-2
7-I.B.	Overview of Verification Requirements.....	7-3
	Use of Other Programs’ Income Determinations [24 CFR 5.609(c)(3) and Notice PIH 2023 27] .....	7-3
	HUD’s Verification Hierarchy [Notice PIH 2018-18] .....	7-6
	Requirements for Acceptable Documents .....	7-6
	File Documentation .....	7-7
7-I.C.	Up-Front Income Verification (UIV) .....	7-7
	Upfront Income Verification Using HUD’s Enterprise Income Verification (EIV) System (Mandatory).....	7-8
	Upfront Income Verification Using Non-HUD Systems (Optional) .....	7-9
7-I.D.	Third-Party Written and Oral Verification .....	7-10
	Written Third-Party Verification [Notice PIH 2018-18] .....	7-10
	Written Third-Party Verification Form .....	7-11
	Oral Third-Party Verification [Notice PIH 2018-18] .....	7-11
	When Third-Party Verification is Not Required [Notice PIH 2018-18] .....	7-12
7-I.E.	Self-Certification .....	7-13
<b>PART II:</b>	<b>VERIFYING FAMILY INFORMATION.....</b>	<b>7-15</b>
7-II.A.	Verification of Legal Identity .....	7-15
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2018-24].....	7-16
7-II.C.	Documentation of Age.....	7-18
7-II.D.	Family Relationships .....	7-18
	Marriage.....	7-19
	Separation or Divorce .....	7-19
	Absence of Adult Member.....	7-19
	Foster Children and Foster Adults.....	7-19
7-II.E.	Verification of Student Status.....	7-20
	General Requirements .....	7-20
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-20
7-II.F.	Documentation of Disability.....	7-21
	Family Members Receiving SSA Disability Benefits .....	7-22
	Family Members Not Receiving SSA Disability Benefits .....	7-22

**Administrative Plan -Table of Contents**

7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-23
	Overview.....	7-23
	U.S. Citizens and Nationals .....	7-23
	Eligible Immigrants .....	7-24
7-II.H.	Verification of Preference Status.....	7-24
<b>PART III:</b>	<b>VERIFYING INCOME AND ASSETS .....</b>	<b>7-25</b>
7-III.A.	Earned Income .....	7-25
	Tips .....	7-25
7-III.B.	Business and Self Employment Income .....	7-25
7-III.C.	Periodic Payments and Payments In Lieu of Earnings.....	7-26
	Social Security/SSI Benefits.....	7-26
7-III.D.	Alimony or Child Support .....	7-27
7-III.E.	Assets and Income From Assets .....	7-28
	Assets Disposed of for Less than Fair Market Value .....	7-28
7-III.F.	Net Income From Rental Property.....	7-28
7-III.G.	Retirement Accounts .....	7-29
7-III.H.	Income From Excluded Sources .....	7-30
7-III.I.	Zero Income Families [Notice PIH 2023-27].....	7-31
7-III.J.	Student Financial Assistance [Notice PIH 2015-21].....	7-32
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-33
<b>PART IV:</b>	<b>VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>7-35</b>
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-35
	Dependent Deduction .....	7-35
	Elderly/Disabled Family Deduction .....	7-35
7-IV.B.	Medical Expense Deduction .....	7-36
	Amount of Expense .....	7-36
	Eligible Household .....	7-37
	Qualified Expenses .....	7-37
	Unreimbursed Expenses .....	7-37
	Expenses Incurred in Past Years.....	7-37
7-IV.C.	Disability Assistance Expenses .....	7-38
	Amount of Expense .....	7-38
	Family Member is a Person with Disabilities.....	7-39
	Family Member(s) Permitted to Work .....	7-39
	Unreimbursed Expenses .....	7-39
7-IV.D.	Childcare Expenses.....	7-40
	Eligible Child.....	7-40
	Unreimbursed Expense.....	7-40
	Pursuing an Eligible Activity .....	7-41
	Allowable Type of Childcare.....	7-42
	Reasonableness of Expenses.....	7-42
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-43

**Administrative Plan -Table of Contents**

---

**Chapter 7.B.**

**VERIFICATION UNDER HOTMA 102/104**

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

<b>PART I:</b>	<b>GENERAL VERIFICATION REQUIREMENTS</b> .....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516; 24 CFR 982.551; 24 CFR 5.230; and Notice PIH 2023-27] .....	7-1
	Consent Forms .....	7-1
	Form HUD-9886-A [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 Verifications: Up-Front Income Verification (UIV) .....	7-11
	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: Self-Certification [Notice PIH 2023-27] .....	7-19
<b>PART II:</b>	<b>VERIFYING FAMILY INFORMATION</b> .....	7-21
7-II.A.	Verification of Legal Identity .....	7-21
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2023-27].....	7-22
7-II.C.	Documentation of Age.....	7-24
7-II.D.	Family Relationships .....	7-25
	Marriage.....	7-25
	Separation or Divorce .....	7-25
	Absence of Adult Member.....	7-25
	Foster Children and Foster Adults.....	7-25
7-II.E.	Verification of Student Status.....	7-26
	General Requirements .....	7-26
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-26

**Administrative Plan -Table of Contents**

7-II.F.	Documentation of Disability.....	7-27
	Family Members Receiving SSA Disability Benefits .....	7-28
	Family Members Not Receiving SSA Disability Benefits .....	7-28
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-29
	Overview.....	7-29
	U.S. Citizens and Nationals .....	7-29
	Eligible Immigrants .....	7-30
7-II.H.	Verification of Preference Status.....	7-30
<b>PART III:</b>	<b>VERIFYING INCOME AND ASSETS .....</b>	<b>7-31</b>
7-III.A.	Earned Income .....	7-31
	Tips .....	7-31
	Wages .....	7-31
7-III.B.	Business and Self Employment Income .....	7-32
7-III.C.	Periodic Payments and Payments In Lieu of Earnings.....	7-32
	Social Security/SSI Benefits [Notice PIH 2023-27].....	7-32
7-III.D.	Alimony or Child Support [Notice PIH 2023-27] .....	7-34
7-III.E.	Nonrecurring Income [Notice PIH 2023-27].....	7-34
7-III.F.	Assets and Income From Assets .....	7-35
	Net Family Assets [24 CFR 5.603].....	7-35
	Self-Certification of Real Property Ownership [24 CFR 5.618(b)(2); Notice PIH 2023-27] .....	7-36
7-III.G.	Net Income From Rental Property.....	7-37
7-III.H.	Federal Tax Refunds or Refundable Tax Credits [Notice PIH 2023-27] .....	7-37
7-III.I.	Retirement Accounts .....	7-37
7-III.J.	Income From Excluded Sources [Notice PIH 2023-27].....	7-38
7-III.K.	Zero Income Families [Notice PIH 2023-27].....	7-39
7-III.L.	Student Financial Assistance [24 CFR 5.609(b)(9)].....	7-40
7-III.M.	Parental Income of Students Subject to Eligibility Restrictions.....	7-41
<b>PART IV:</b>	<b>VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>7-43</b>
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-43
	Dependent Deduction .....	7-43
	Elderly/Disabled Family Deduction .....	7-43
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. Childcare Expenses..... 7-49

Eligible Child..... 7-49

Unreimbursed Expense..... 7-49

Pursuing an Eligible Activity ..... 7-50

Allowable Type of Childcare..... 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.A.  
HOUSING QUALITY STANDARDS AND RENT REASONABLENESS  
DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

NSPIRE AND HQS .....	8-1
PART I: PHYSICAL STANDARDS .....	8-2
8-I.A. General HUD Requirements.....	8-2
HUD Performance and Acceptability Standards .....	8-2
NSPIRE Standards Applicable to HQS [HUD Letter 6/14/24] .....	8-3
Tenant Preference Items .....	8-3
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 .....	8-4
8-I.C. Life-Threatening Conditions [24 CFR 982.404(a); FR Notice 1/18/17] .....	8-6
8-I.D. Owner and Family Responsibilities [24 CFR 982.404].....	8-9
The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-9
Family Responsibilities .....	8-9
Owner Responsibilities.....	8-9
The following is applicable to HAP contracts executed or renewed June 6, 2024, or later:.....	8-9
Owner Obligation .....	8-9
Family Responsibilities .....	8-10
8-I.E. Special Requirements for Children with Elevated Blood Lead Level [24 CFR 35.1225; FR Notice 1/13/17; Notice PIH 2017-13].....	8-11
8-I.F. Violation of HQS Space Standards [24 CFR 982.401, 24 CFR 982.403].....	8-12
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(h)] .....	8-14
Remote Video Inspections (RVIs) [Notice PIH 2020-31].....	8-14
Notice and Scheduling.....	8-14
Owner and Family Inspection Attendance .....	8-15

## Administrative Plan -Table of Contents

---

8-II.B.	Initial HQS Inspection [24 CFR 982.405(a)] .....	8-15
	Approving Units with Non-Life-Threatening Deficiencies [FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24; and 24 CFR 982.405(j)] .....	8-15
	Approving Units Using Alternative Inspections [FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24; and 24 CFR 982.406].....	8-16
	Timing of Initial Inspections [24 CFR 982.305(b)(2)(i)] .....	8-16
	Inspection Results and Reinspections.....	8-17
	Utilities .....	8-17
	Appliances [Form HUD-52580] .....	8-17
8-II.C.	Periodic HQS Inspections [24 CFR 982.405(b) and Notice PIH 2016-05].....	8-18
	Scheduling the Inspection.....	8-18
8-II.D.	Special Interim Inspections [24 CFR 982.405(d)].....	8-18
8-II.E.	Supervisory Quality Control Inspections [24 CFR 982.405(b); 24 CFR 985.3(e); HCV GB, p. 10-32].....	8-19
8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-19
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-19
	Notification of Corrective Actions .....	8-19
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later:.....	8-20
	Notification of Corrective Actions [24 CFR 982.404(d)(1)].....	8-20
	Extensions.....	8-22
	Reinspections [24 CFR 982.405(i)].....	8-22
8-II.G.	Enforcing Owner Compliance .....	8-23
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-23
	HAP Abatement.....	8-23
	HAP Contract Termination.....	8-23
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later:.....	8-24
	HAP Withholding [24 CFR 982.404(d)(1)].....	8-24
	HAP Abatement [24 CFR 982.404(d)(2)] .....	8-24
	HAP Contract Termination.....	8-25
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-26
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-26
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later:.....	8-26

**Administrative Plan -Table of Contents**

---

PART III: RENT REASONABLENESS [24 CFR 982.507]..... 8-27

    8-III.A. Overview..... 8-27

        PHA-Owned Units [24 CFR 982.352(b)]..... 8-27

    8-III.B. When Rent Reasonableness Determinations Are Required..... 8-28

        Owner-Initiated Rent Determinations..... 8-28

        PHA- and HUD-Initiated Rent Reasonableness Determinations ... 8-28

        LIHTC- and HOME-Assisted Units [24 CFR 982.507(c) ..... 8-29

    8-III.C. How Comparability Is Established ..... 8-29

        Factors to Consider ..... 8-29

        Units that Must Not be Used as Comparables ..... 8-29

        Rents Charged for Other Units on the Premises ..... 8-30

    8-III.D. PHA Rent Reasonableness Methodology ..... 8-31

        How Market Data Is Collected ..... 8-31

        How Rents Are Determined..... 8-31

Exhibit 8-1: Overview of HUD Housing Quality Standards ..... 8-33

Exhibit 8-2: Summary of Tenant Preference Areas Related to Housing Quality ..... 8-37

**Administrative Plan -Table of Contents**

---

**Chapter 8.B.**  
**NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE**  
**AND RENT REASONABLENESS DETERMINATIONS**  
[24 CFR 5 Subpart G and Notice PIH 2024-26]

NSPIRE AND HQS .....	8-2
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 2024-26].....	8-5
8-I.E. Life-Threatening Deficiencies [Notice PIH 2024-26].....	8-6
8-I.F. Owner and Family Responsibilities [24 CFR 982.404].....	8-9
The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-9
Family Responsibilities .....	8-9
Owner Responsibilities.....	8-9
The following is applicable to HAP contracts executed or renewed June 6, 2024, or later.....	8-10
Owner Obligation .....	8-10
Family Responsibilities .....	8-10
8-I.G. Lead-Based Paint.....	8-12
Special Requirements for Children with Elevated Blood Lead Level [24 CFR 35.1225; FR Notice 1/13/17; Notice PIH 2017-13].....	8-12
8-I.H. Violation of Space Standards [24 CFR 5.703(d)(5)].....	8-13
PART II: THE INSPECTION PROCESS.....	8-15
8-II.A. Overview [24 CFR 982.405] .....	8-15
Types of Inspections.....	8-15
Inspection of PHA-Owned Units [24 CFR 982.352(b)].....	8-15
Inspection Costs [Notice PIH 2016-05 and 24 CFR 5.705(h)].....	8-16
Remote Video Inspections (RVIs) [Notice PIH 2020-31].....	8-16
Notice and Scheduling.....	8-16
Owner and Family Inspection Attendance .....	8-17

**Administrative Plan -Table of Contents**

8-II.B.	Initial Inspection [24 CFR 982.405(a)] .....	8-17
	Approving Units with Non-Life-Threatening Deficiencies [FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24; and 24 CFR 982.405(j)] .....	8-17
	Approving Units Using Alternative Inspections [FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24; and 24 CFR 982.406].....	8-18
	Timing of Initial Inspections [24 CFR 982.305(b)(2)(i)] .....	8-18
	Inspection Results and Reinspections.....	8-19
	Utilities .....	8-19
	Appliances .....	8-19
8-II.C.	Periodic Inspections [24 CFR 982.405(b) and Notice PIH 2016-05].....	8-20
	Scheduling the Inspection.....	8-20
8-II.D.	Interim Inspections [24 CFR 982.405(d)] .....	8-20
8-II.E.	Supervisory Quality Control Inspections [24 CFR 982.405(b); 24 CFR 985.3(e); HCV GB, p. 10-32].....	8-21
8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-21
	Correction Timeframes .....	8-21
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-22
	Notification of Corrective Actions .....	8-22
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later: .....	8-22
	Notification of Corrective Actions [24 CFR 982.404(d)(1)].....	8-22
	Extensions.....	8-24
	Reinspections [24 CFR 982.405(i)].....	8-24
8-II.G.	Enforcing Owner Compliance .....	8-25
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-25
	HAP Abatement.....	8-25
	HAP Contract Termination.....	8-25
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later:.....	8-26
	HAP Withholding [24 CFR 982.404(d)(1)].....	8-26
	HAP Abatement [24 CFR 982.404(d)(2)] .....	8-26
	HAP Contract Termination.....	8-27
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-28
	The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier: .....	8-28
	The following is applicable to HAP contracts executed or renewed June 6, 2024, or later: .....	8-28

**Administrative Plan -Table of Contents**

---

PART III: RENT REASONABLENESS [24 CFR 982.507]..... 8-29

    8-III.A. Overview..... 8-29

        PHA-Owned Units [24 CFR 982.352(b)]..... 8-29

    8-III.B. When Rent Reasonableness Determinations Are Required..... 8-30

        Owner-Initiated Rent Determinations..... 8-30

        PHA- and HUD-Initiated Rent Reasonableness Determinations ... 8-30

        LIHTC- and HOME-Assisted Units [24 CFR 982.507(c) ..... 8-31

    8-III.C. How Comparability Is Established ..... 8-31

        Factors to Consider ..... 8-31

        Units that Must Not be Used as Comparables ..... 8-31

        Rents Charged for Other Units on the Premises ..... 8-32

    8-III.D. PHA Rent Reasonableness Methodology ..... 8-33

        How Market Data Is Collected ..... 8-33

        How Rents Are Determined..... 8-33

Exhibit 8-1: affirmative habitability requirements..... 8-35

## 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
	Initial Inspection .....	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] .....	9-15

**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.	Family Moves Due to Unit Deficiencies .....	10-3
	Units in Abatement [24 CFR 982.404(d)(3)] .....	10-3
	Termination of HAP Contract and Family Moves [24 CFR 982.404(e)].....	10-3
	Offer of Public Housing [24 CFR 982.404(e)(2)] .....	10-4
	Relocation Assistance [24 CFR 982.404(e)(3)].....	10-4
10-I.C.	Restrictions On Moves .....	10-5
	Denial of Moves .....	10-5
	Restrictions on Elective Moves [24 CFR 982.354(c)].....	10-6
10-I.D.	Moving Process .....	10-7
	Notification.....	10-7
	Approval .....	10-7
	Reexamination of Family Income and Composition.....	10-7
	Voucher Issuance and Briefing.....	10-7
	Housing Assistance Payments [24 CFR 982.311(d)] .....	10-8
	Zero HAP Families Who Wish to Move [24 CFR 982.455] .....	10-8
PART II:	PORTABILITY .....	10-9
10-II.A.	Overview.....	10-9
10-II.B.	Initial PHA Role .....	10-10
	Allowable Moves under Portability.....	10-10
	Determining Income Eligibility.....	10-11
	Reexamination of Family Income and Composition.....	10-11
	Briefing.....	10-12
	Voucher Issuance and Term .....	10-12
	Voucher Extensions and Expiration .....	10-13
	Preapproval Contact with the Receiving PHA .....	10-13
	Initial Notification to the Receiving PHA .....	10-13
	Sending Documentation to the Receiving PHA .....	10-14
	Initial Billing Deadline [Notice PIH 2016-09] .....	10-15
	Monthly Billing Payments [Notice PIH 2016-09].....	10-16
	Annual Updates of Form HUD-50058 .....	10-16
	Denial or Termination of Assistance [24 CFR 982.355(c)(17)]... ..	10-16
10-II.C.	Receiving PHA Role.....	10-17
	Responding to Initial PHA’s Request [24 CFR 982.355(c)] .....	10-17
	Initial Contact with Family.....	10-17
	Briefing.....	10-18
	Income Eligibility and Reexamination .....	10-18
	Voucher Issuance.....	10-19
	Notifying the Initial PHA .....	10-20
	Administering a Portable Family’s Voucher .....	10-20
	Absorbing a Portable Family.....	10-24

## Administrative Plan -Table of Contents

---

### Chapter 11.A. 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); New HCV GB, Reexaminations] .....	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
	Changes in Family Unit Size (Voucher Size) [24 CFR 982.505(c)(6)] .....	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 and FR Notice 5/7/24].....	11-15
	Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-15
	Utility Allowances [24 CFR 982.517(d)] .....	11-15
11-III.C.	Notification of New Family Share and HAP Amount.....	11-16
11-III.D.	Discrepancies.....	11-16

## Administrative Plan -Table of Contents

---

### Chapter 11.B. REEXAMINATIONS UNDER HOTMA 102/104

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
	Changes in Family Unit Size (Voucher Size) [24 CFR 982.505(c)(6)].....	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] .....	11-16
	Changes Not Reported Timely [Notice PIH 2023-27] .....	11-16
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 and FR Notice 5/7/24].....	11-19
	Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-19
	Utility Allowances [24 CFR 982.517(d)] .....	11-19
11-III.C.	Notification of New Family Share and HAP Amount.....	11-20
11-III.D.	Discrepancies.....	11-20
PART IV:	NON-INTERIM REEXAMINATION TRANSACTIONS [Notice PIH 2023-27].....	11-21
Exhibit 11-1:	Calculating Income at Annual Reexamination.....	11-23

**Administrative Plan -Table of Contents**

---

**Chapter 12  
TERMINATION OF ASSISTANCE AND TENANCY**

<b>PART I:</b>	<b>GROUND FORS FOR TERMINATION OF ASSISTANCE .....</b>	<b>12-1</b>
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
	Upon the PHA’s HOTMA 102/104 compliance date, the below section on failure to provide consent is added: .....	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
	Upon the PHA’s HOTMA 102/104 compliance date, the below section on the asset limitation is added: .....	12-8
	Asset Limitation [24 CFR 5.618; Notice PIH 2023-27].....	12-8
<b>PART II:</b>	<b>APPROACH TO TERMINATION OF ASSISTANCE.....</b>	<b>12-11</b>
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

## Administrative Plan -Table of Contents

---

	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
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
	Education and Outreach.....	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. SRO: Housing Quality Standards [24 CFR 982.605(a)] .....	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. Congregate: Housing Quality Standards .....	15-6
PART III:	GROUP HOME [24 CFR 982.610 through 982.614; Form HUD-52641; and New HCV GB, <i>Special Housing Types</i> , p. 8].....	15-7
	15-III.A. Overview.....	15-7
	15-III.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-7
	15-III.C. Group Home: Housing Quality Standards.....	15-8
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618; Form HUD-52641; Notice PIH 2021-05; New HCV GB, <i>Special Housing Types</i> , p. 11].....	15-11
	15-IV.A. Overview.....	15-11
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-13
	15-IV.C. Shared Housing: Housing Quality Standards .....	15-14
PART V:	COOPERATIVE HOUSING [24 CFR 982.619; New HCV GB, <i>Special Housing Types</i> , p. 14].....	15-15
	15-V.A. Overview.....	15-15
	15-V.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-15
	15-V.C. Cooperative: Housing Quality Standards .....	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 .....	15-18
	Payment Standards.....	15-18
	Utility Allowance [24 CFR 982.624] .....	15-18
	Space Rent [24 CFR 982.622] .....	15-18
	Amortization Costs .....	15-18
	Housing Assistance Payment [24 CFR 982.623(a)] .....	15-18
	Eligible Housing Expenses [24 CFR 982.623(b)] .....	15-19
	Rent Reasonableness [24 CFR 982.622(b)].....	15-19
	Distribution of HAP [24 CFR 982.623(c)] .....	15-20
	Single HAP to Family [24 CFR 982.623.(d)].....	15-20
	15-VI.D. Manufactured Homes: Housing Quality Standards [24 CFR 982.621] .....	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; and Notice PIH 2024-34].....	16-5
	Small Area FMR PHAs (Mandatory and Opt-In) [Notice PIH 2018-01; Notice PIH 2023 32; Notice PIH 2024-34; and Implementing Small Area Fair Market Rents (SAFMR) Guidebook] .....	16-6
	The Basic Range [24 CFR 982.503(c) and Notice PIH 2024-34].....	16-7
	Designated Payment Standard Areas [24 CFR 982.503(d), Notice PIH 2018-01, Notice PIH 2024-34, and FR Notice 9/27/21] .....	16-7
	Exception Payment Standards [24 CFR 982.503(c)(5), Notice PIH 2018-01, FR Notice 9/27/21].....	16-7
	Reasonable Accommodation [24 CFR 982.503(d)(5), 24 CFR 982.505(d), Notice PIH 2024 34, and Notice PIH 2010-26] .....	16-9
	Payment Standard below the Basic Range [24 CFR 982.503(e) and Notice PIH 2024-34] .....	16-9
	Updating Payment Standards [24 CFR 982.503(c)(3) and Notice PIH 2023-24].....	16-10
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-11
	Energy Efficient Utility Allowance [24 CFR 982.517(b)(2)(ii)].....	16-11
	Air Conditioning [24 CFR 982.517(b)(1)(iii)] .....	16-11
	Reasonable Accommodation and Individual Relief .....	16-12
	Utility Allowance Revisions.....	16-12
PART III:	INFORMAL REVIEWS AND HEARINGS .....	16-13
	16-III.A. Overview.....	16-13
	16-III.B. Informal Reviews.....	16-13
	Decisions Subject to Informal Review [24 CFR 982.554(a) and (c)] .....	16-13
	Notice to the Applicant [24 CFR 982.554(a)] .....	16-14
	Scheduling an Informal Review .....	16-14
	Informal Review Procedures [24 CFR 982.554(b)] .....	16-14
	Remote Informal Reviews [Notice PIH 2020-32] .....	16-15
	Ensuring Accessibility for Persons with Disabilities and LEP Individuals .....	16-15
	Conducting Remote Informal Reviews .....	16-16
	Informal Review Decision [24 CFR 982.554(b)] .....	16-17

**Administrative Plan -Table of Contents**

16-III.C.	Informal Hearings for Participants [24 CFR 982.555] .....	16-18
	Decisions Subject to Informal Hearing.....	16-18
	Remote Informal Hearings [Notice PIH 2020-32] .....	16-19
	Ensuring Accessibility for Persons with Disabilities and LEP Individuals .....	16-20
	Conducting Informal Hearings Remotely.....	16-21
	Informal Hearing Procedures.....	16-22
16-III.D.	Hearing and Appeal Provisions for Noncitizens [24 CFR 5.514] .....	16-29
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)] .....	16-29
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-30
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)] .....	16-30
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)] .....	16-31
	Retention of Documents [24 CFR 5.514(h)] .....	16-31
PART IV:	OWNER OR FAMILY DEBTS TO THE PHA .....	16-33
16-IV.A.	Overview.....	16-33
16-IV.B.	Repayment Policy .....	16-33
	Owner Debts to the PHA .....	16-33
	Family Debts to the PHA.....	16-34
	Refusal to Enter into an Agreement.....	16-34
	Repayment Agreement [24 CFR 792.103] .....	16-34
	General Repayment Agreement Guidelines for Families .....	16-34
PART V:	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) .....	16-37
16-V.A.	Overview.....	16-37
16-V.B.	SEMAP Certification [24 CFR 985.101].....	16-38
	HUD Verification Method.....	16-38
16-V.C.	SEMAP Indicators [24 CFR 985.3 and Form HUD-52648] .....	16-39
	SEMAP Indicators Chart .....	16-39
PART VI:	RECORD KEEPING .....	16-43
16-VI.A.	Overview.....	16-43
16-VI.B.	Record Retention [24 CFR 982.158; 24 CFR 908.101] .....	16-43
16-VI.C.	Records Management .....	16-44
	Privacy Act Requirements [24 CFR 5.212 and Form-9886-A]....	16-44
	Upfront Income Verification (UIV) Records .....	16-45
	Criminal Records .....	16-45
	Medical/Disability Records .....	16-45
	Documentation of Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking.....	16-45

## Administrative Plan -Table of Contents

---

PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL .....	16-47
16-VII.A. Overview.....	16-47
16-VII.B. Reporting Requirement [24 CFR 35.1225(e) ); Notice PIH 2017-13].....	16-47
16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-47
PART VIII: DETERMINATION OF INSUFFICIENT FUNDING .....	16-49
16-VIII.A. Overview .....	16-49
16-VIII.B. Methodology .....	16-49
PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY .....	16-51
16-IX.A. Overview .....	16-51
16-IX.B. Definitions [24 CFR 5.2003].....	16-51
16-IX.C. Notification [24 CFR 5.2005(a), 42 USC 13925] .....	16-53
Notification to Public.....	16-53
Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)] .....	16-54
Notification to Owners and Managers .....	16-55
16-IX.D. Documentation [24 CFR 5.2007] .....	16-56
Conflicting Documentation [24 CFR 5.2007(e)].....	16-57
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)] .....	16-57
Failure to Provide Documentation [24 CFR 5.2007(c)] .....	16-58
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)].....	16-58
Exhibit 16-1: Sample Notice of Occupancy Rights Under the Violence Against Women Act, Form HUD-5380 .....	16-59
Exhibit 16-2: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, Form HUD-5382 .....	16-65
Exhibit 16-3: Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HCV Version) .....	16-67
Exhibit 16-4: Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 .....	16-71
Exhibit 16-5: Model Owner Notification of Rights and Obligations .....	16-75

**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.	PBV Definitions [24 CFR 983.3] .....	17-4
17-I.C.	Maximum Number of PBV Units (Percentage Limitation) [24 CFR 983.6] .....	17-7
	Program Cap .....	17-7
	Increased Cap [24 CFR 983.6(d)].....	17-7
17-I.D.	Cap on Number of PBV Units in Each Project [24 CFR 983.54] .....	17-9
	Project Cap [24 CFR 983.54(a)].....	17-9
	Higher Project Cap [24 CFR 983.54(b)].....	17-9
	Exceptions to the Project Cap [24 CFR 983.54(c)] .....	17-9
	Units that No Longer Qualify as Excepted Units or Units under the Increased Program Cap [24 CFR 983.262(b)].....	17-10
17-I.E.	Units not Subject to the PBV Program Cap or Project Cap [FR Notice 1/18/17 and 24 CFR 983.59].....	17-12
17-I.F.	PHA-Owned Units [24 CFR 982.4 and 983.57].....	17-14
17-I.G.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2] .....	17-15
17-I.H.	Relocation Requirements [24 CFR 983.7].....	17-15
17-I.I.	Equal Opportunity Requirements [24 CFR 983.8].....	17-15
PART II:	PROPOSAL AND PROJECT SELECTION.....	17-17
17-II.A.	Overview.....	17-17
	Selection of PHA-Owned Units [24 CFR 983.51(h)].....	17-17
17-II.B.	Competitive Selection Of Proposals [24 CFR 983.51(b)] .....	17-18
	Solicitation and Selection of PBV Proposals [24 CFR 983.51(d)] .....	17-18
17-II.C.	Non-Competitive Project Selection [24 CFR 983.51(c)] .....	17-22
17-II.D.	Project or Proposal Selection [24 CFR 983.51(f) and 24 CFR 983.153(c)(3)] .....	17-24
	PHA Written Notice of Proposal or Project Selection [24 CFR 983.51(f) and (h) and 24 CFR 983.153(c)(3)] .....	17-24
17-II.E.	Housing Type [24 CFR 983.52] .....	17-27
17-II.F.	Prohibition of Assistance For Certain Units .....	17-28
	Ineligible Units [24 CFR 983.52] .....	17-28
	Subsidized Housing [24 CFR 983.53].....	17-29

**Administrative Plan -Table of Contents**

---

17-II.G.	Subsidy Layering Requirements [24 CFR 983.11, 24 CFR 983.153(b), 24 CFR 4.13, Notice PIH 2013-11, and FR Notice 3/13/23] .....	17-30
	Development Activity Before HAP Contract [24 CFR 983.153(b)] .....	17-30
	Conducting the SLR [FR Notice 3/3/23 and Notice PIH 2023-15].....	17-30
	Additional Assistance after HAP Contract \[24 CFR 983.11(d)] .....	17-31
17-II.H.	Site Selection Standards .....	17-32
	Compliance with PBV Goals, Civil Rights Requirements, and Site and Neighborhood Standards [24 CFR 983.55(b)].....	17-32
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.55(d)].....	17-33
	New Construction Site and Neighborhood Standards [24 CFR 983.55(e)].....	17-34
17-II.I.	Environmental Review [24 CFR 983.56] .....	17-35
<b>PART III:</b>	<b>DWELLING UNITS</b> .....	17-37
17-III.A.	Overview.....	17-37
17-III.B.	Housing Quality Standards [24 CFR 983.101].....	17-37
	Lead-based Paint [24 CFR 983.101(c)] .....	17-37
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)] .....	17-37
17-III.C.	Housing Accessibility for Persons with Disabilities [24 CFR 983.102] .....	17-38
17-III.D.	Inspecting Units[24 CFR 983.103].....	17-38
	Pre-selection Inspection [24 CFR 983.103(a)] .....	17-38
	Initial Inspection: Newly Constructed and Rehabilitated Projects That Underwent Substantial Improvement [24 CFR 983.103(b)].....	17-38
	Initial Inspection: Existing Housing [24 CFR 983.103(d)] .....	17-39
	Turnover Inspections [24 CFR 983.103(d)].....	17-39
	Periodic Inspections [24 CFR 983.103(e); FR Notice 6/25/14] ...	17-39
	Alternative Inspections for Periodic Inspections [24 CFR 983.103(g); Notice PIH 2016-05].....	17-40
	Interim Inspections [24 CFR 983.103(f)] .....	17-40
	Follow Up Inspections [24 CFR 983.103(f)(2)] .....	17-40
	Supervisory Quality Control Inspections [24 CFR 983.103(f)(3)] .....	17-40
	Inspecting PHA-Owned Units [24 CFR 983.103(g)] .....	17-40

## Administrative Plan -Table of Contents

PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	17-41
	17-IV.A. Overview [24 CFR 983.151 and 983.152].....	17-41
	17-IV.B. Agreement to Enter into HAP Contract (AHAP) [24 CFR 983.154] .....	17-41
	PHA Discretion Not to Use an AHAP [24 CFR 983.154(f)] .....	17-41
	Content of the AHAP [24 CFR 983.154(e)].....	17-42
	Execution of the AHAP [FR Notice 11/24/08].....	17-42
	17-IV.C. Development Requirements.....	17-43
	Labor Standards [24 CFR 983.153(c)] .....	17-43
	Accessibility [24 CFR 983.153(e)].....	17-43
	Broadband Infrastructure [24 CFR 983.153(f)].....	17-44
	Owner Disclosure [24 CFR 983.153(g)] .....	17-44
	17-IV.D. Completion of Work [24 CFR 983.155].....	17-45
	Evidence of Completion [24 CFR 983.155] .....	17-45
	PHA Acceptance of Completed Units [24 CFR 983.156(a) and (b)] .....	17-46
	Staged Completion of Contract Units [24 CFR 983.156(c)] .....	17-46
PART V:	HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT.....	17-47
	17-V.A. Overview [24 CFR 983.202(a)].....	17-47
	17-V.B. HAP Contract Requirements .....	17-47
	Contract Information [24 CFR 983.204] .....	17-47
	Execution of the HAP Contract [24 CFR 983.204].....	17-48
	Effective Date of the HAP Contract [24 CFR 983.204(d)] .....	17-48
	Term of HAP Contract [24 CFR 983.205, FR Notice 1/18/17, and Notice PIH 2017-21] .....	17-49
	17-V.C. Termination of the HAP Contract.....	17-50
	Termination by Agreement of PHA and Owner [24 CFR 983.206(e)].....	17-50
	Termination by PHA [24 CFR 983.205(c)].....	17-50
	Non-extension by Owner – Notice Requirements [24 CFR 983.206(a)].....	17-50
	Termination by Owner – Reduction Below Initial Contract Rent [24 CFR 983.206(d)] .....	17-51
	Termination or Expiration without Extensions – Required Provision of Tenant-Based Assistance [24 CFR 983.206(b)] .....	17-51
	Remedies for Housing Quality Standards Deficiencies [24 CFR 983.208] .....	17-53
	Enforcement of Housing Quality Standards [24 CFR 983.208(b)] .....	17-53
	Family Obligation [24 CFR 983.208(c)] .....	17-54
	PHA Remedies [24 CFR 983.208(d)].....	17-55
	HAP Withholding [24 CFR 983.208(d)(1)].....	17-56
	HAP Abatement [24 CFR 983.208(d)(2)] .....	17-56
	Failure to Make Repairs.....	17-57
	Offer of Public Housing [24 CFR 983.208(d)(6)(ii)] .....	17-57
	Relocation Assistance [24 CFR 983.208(d)(6)(iii)] .....	17-58

**Administrative Plan -Table of Contents**

---

17-V.D.	Amendments to the HAP Contract to Add or Substitute Units [24 CFR 983.207] .....	17-59
	Addition of Contract Units [24 CFR 983.207(b)] .....	17-59
	Substituting or Adding Occupied Units [24 CFR 983.207(c)] .....	17-60
17-V.E.	HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b)(2) and (g) and 983.302(e)] .....	17-60
17-V.F.	Owner Responsibilities Under the HAP Contract [24 CFR 983.210] .....	17-61
<b>PART VI:</b>	<b>SELECTION OF PBV PROGRAM PARTICIPANTS</b> .....	<b>17-63</b>
17-VI.A.	Overview .....	17-63
17-VI.B.	Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	17-63
	In-Place Families [24 CFR 983.251(b)] .....	17-64
17-VI.C.	Organization of the Waiting List [24 CFR 983.251(c)] .....	17-65
	PHA Waiting List Preferences [24 CFR 983.251(c)(3)] .....	17-65
17-VI.D.	Owner-Maintained Waiting Lists [24 CFR 983.251(c)(7)] .....	17-66
	Owner Waiting List Policy [24 CFR 983.251(c)(7)(i)] .....	17-67
	Owner-Maintained Waiting List Preferences [24 CFR 983.251(c)(7)(ii)] .....	17-68
	Preliminary Eligibility Determinations [24 CFR 983.251(c)(7)(vi)] .....	17-68
	PHA Oversight [24 CFR 983.251(c)(7)(x)] .....	17-69
17-VI.E.	Selection From the Waiting List [24 CFR 983.251(c)] .....	17-70
	Income Targeting [24 CFR 983.251(c)(9)] .....	17-70
	Units with Accessibility Features [24 CFR 983.251(c)(9)] .....	17-70
17-VI.F.	Offer of PBV Assistance or Owner’s Rejection .....	17-71
	Refusal of Offer [24 CFR 983.251(e)] .....	17-71
	Acceptance of Offer [24 CFR 983.252(a) and (b)] .....	17-72
17-VI.G.	Leasing of Contract Units [24 CFR 983.252] .....	17-73
	Filling Vacancies [24 CFR 983.254(a)] .....	17-73
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .....	17-74
17-VI.H.	Tenant Screening [24 CFR 983.255] .....	17-75
	PHA Option .....	17-75
	Owner Responsibility .....	17-75

## Administrative Plan -Table of Contents

---

PART VII: OCCUPANCY.....	17-77
17-VII.A. Overview.....	17-77
17-VII.B. Lease [24 CFR 983.256].....	17-77
Form of Lease [24 CFR 983.256(b)].....	17-77
Lease Requirements [24 CFR 983.256(c)].....	17-77
Tenancy Addendum [24 CFR 983.256(d)].....	17-78
Initial Term and Lease Renewal [24 CFR 983.256(f)].....	17-78
Changes in the Lease [24 CFR 983.256(e)].....	17-78
Owner Termination of Tenancy [24 CFR 983.257].....	17-79
Continuation of Housing Assistance Payments [24 CFR 983.258].....	17-79
Security Deposits [24 CFR 983.259].....	17-80
17-VII.C. Moves.....	17-81
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260].....	17-81
Family Right to Move [24 CFR 983.261].....	17-83
Emergency Transfers under VAWA [Notice PIH 2017-08 and 24 CFR 983.261(f) and (g)].....	17-84
PART VIII: DETERMINING RENT TO OWNER.....	17-87
17-VIII.A. Overview [24 CFR 983.301(a)].....	17-87
17-VIII.B. Amount of Rent To Owner [24 CFR 983.301(b)].....	17-87
Rent to Owner for Certain Tax Credit Units [24 CFR 983.301(c)].....	17-87
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)].....	17-88
Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h) and 24 CFR 983.301(f)(3)].....	17-89
17-VIII.C. Redetermination of Rent to Owner [24 CFR 983.302].....	17-90
PHA-Owned Units [24 CFR 983.301(g)].....	17-92
17-VIII.D. Reasonable Rent [24 CFR 983.301(d) and 983.303].....	17-93
When Rent Reasonable Determinations Are Required.....	17-93
Rent Floor.....	17-93
How to Determine Reasonable Rent [24 CFR 983.303(c)].....	17-94
PHA-Owned Units [24 CFR 983.303(f)].....	17-94
Owner Certification of Reasonable Rent [24 CFR 983.303(e)] ...	17-94
17-VIII.D. Effect of Other Subsidy and Rent Control.....	17-95
Other Subsidy [24 CFR 983.304].....	17-95
Rent Control [24 CFR 983.305].....	17-95

## Administrative Plan -Table of Contents

---

PART IX: PAYMENTS TO OWNER .....	17-97
17-IX.A. Housing Assistance Payments [24 CFR 983.351] .....	17-97
17-IX.B. Vacancy Payments [24 CFR 983.352].....	17-98
Payment at Move-Out Month [24 CFR 983.352(a)] .....	17-98
Vacancy Payments [24 CFR 983.352(b)] .....	17-98
17-IX.C. Tenant Rent to Owner [24 CFR 983.353] .....	17-100
Tenant and PHA Responsibilities .....	17-100
Utility Reimbursements [24 CFR 983.353(d)] .....	17-100
17-IX.D. Other Fees and Charges [24 CFR 983.354].....	17-101
Meals and Supportive Services.....	17-101
Other Charges by Owner .....	17-101
17-IX.E. Project Record Retention [24 CFR 983.12].....	17-101
Exhibit 17-1: PBV Development Information .....	17-103
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 .....	17-106
Exhibit 17-3: Owner Waiting List Policy .....	17-109

**Administrative Plan -Table of Contents**

---

**Chapter 18  
PROJECT BASED VOUCHERS (PBV) UNDER THE  
RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM**

<b>PART I:</b>	<b>GENERAL REQUIREMENTS</b> .....	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
<b>PART II:</b>	<b>PBV PROJECT SELECTION</b> .....	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 983.57; 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
<b>PART III:</b>	<b>DWELLING UNITS</b> .....	18-19
	18-III.A. Overview.....	18-19
	18-III.B. Housing Quality Standard [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 [24 CFR 983.103].....	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(d), FR Notice 1/18/17, and Notice PIH 2017-20] .....	18-20
	Periodic Inspections [24 CFR 983.103(e); FR Notice 6/25/14] .....	18-20
	Alternative Inspections [24 CFR 983.103(i); Notice PIH 2016-05].....	18-21
	Interim Inspections [24 CFR 983.103(e)] .....	18-21
	Follow Up Inspections [24 CFR 983.103(f)(2)].....	18-21
	Inspecting PHA-Owned Units [24 CFR 983.103(g); Notice PIH 2017-21].....	18-21

## Administrative Plan -Table of Contents

PART IV:	HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT.....	18-23
	18-IV.A. Overview [ <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-23
	18-IV.B. HAP Contract Requirements .....	18-23
	Contract Information [ <i>RAD PBV Quick Reference Guide 6/20</i> ; Notice PIH 2019-23] .....	18-23
	Execution and Effective date of the HAP Contract [ <i>RADBlast! 7/11/16</i> ] .....	18-23
	Term of HAP Contract [Notice PIH 2019-23] .....	18-23
	Agreement to Enter into a HAP (AHAP) Contract [Notice PIH 2019-23] .....	18-24
	Mandatory Contract Renewal [Notice PIH 2019-23] .....	18-24
	Remedies for Housing Quality Standards Deficiencies [24 CFR 983.208(b)] .....	18-24
	Enforcement of Housing Quality Standards [24 CFR 983.208(b)] .....	18-24
	Family Obligation [24 CFR 983.208(c)] .....	18-26
	PHA Remedies [24 CFR 983.208(d)].....	18-27
	HAP Withholding [24 CFR 983.208(d)(1)].....	18-27
	HAP Abatement [24 CFR 983.208(d)(2)] .....	18-28
	Failure to Make Repairs.....	18-29
	Offer of Public Housing [24 CFR 983.208(d)(6)(ii)] .....	18-29
	Relocation Assistance [24 CFR 983.208(d)(6)(iii)] .....	18-30
	18-IV.C. Amendments to the HAP Contract .....	18-31
	Floating Units [Notice PIH 2019-23] .....	18-31
	Reduction in HAP Contract Units [Notice PIH 2019-23] .....	18-31
	18-IV.D. HAP Contract Year and Anniversary Dates [24 CFR 983.207(b)(2) and (g), and 24 CFR 983.302(e)].....	18-31
	18-IV.E. Owner Responsibilities under the HAP Contract [24 CFR 983.210] .....	18-32
PART V:	SELECTION OF PBV PROGRAM PARTICIPANTS.....	18-33
	18-V.A. Overview.....	18-33
	18-V.B. Prohibited Rescreening of Existing Tenants upon Conversion [Notice PIH 2019-23] .....	18-33
	18-V.C. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	18-34
	18-V.D. Organization of the Waiting List [24 CFR 983.251(c); Notice PIH 2019-23].....	18-35
	18-V.E. Selection from the Waiting List [24 CFR 983.251(c)] .....	18-37
	Income Targeting [24 CFR 983.251(c)(9); Notice PIH 2019-23] .....	18-37
	Units with Accessibility Features [24 CFR 983.251(c)(9)] .....	18-37
	Preferences [24 CFR 983.251(d); FR Notice 11/24/08; Notice PIH 2019-23] .....	18-37
	18-V.F. Offer of PBV Assistance .....	18-38
	Refusal of Offer [24 CFR 983.251(e)] .....	18-38
	Acceptance of Offer [24 CFR 983.252(a) and (b)] .....	18-39

**Administrative Plan -Table of Contents**

18-V.G.	LEASING OF CONTRACT UNITS [24 CFR 983.252] [24 CFR 983.253] .....	18-40
	Leasing [24 CFR 983.253(a)] .....	18-40
	Filling Vacancies [24 CFR 983.254(a)] .....	18-40
18-V.H.	Tenant Screening [24 CFR 983.255] .....	18-41
	PHA Option .....	18-41
	Owner Responsibility .....	18-41
<b>PART VI:</b>	<b>OCCUPANCY</b> .....	18-43
18-VI.A.	Overview .....	18-43
18-VI.B.	Lease [24 CFR 983.256] .....	18-43
	Lease Requirements [24 CFR 983.256(c); Notice PIH 2019-23] .....	18-43
	Tenancy Addendum [24 CFR 983.256(d)] .....	18-43
	Initial Term and Lease Renewal [24 CFR 983.256(f); <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-44
	Changes in the Lease [24 CFR 983.256(e)] .....	18-44
	Owner Termination of Tenancy [24 CFR 983.257; Notice PIH 2019-23] .....	18-45
	Continuation of Housing Assistance Payments [24 CFR 983.258; Notice PIH 2019-23; Notice PIH 2023-19; RAD Supplemental Notice 4B; <i>RAD PBV Quick Reference     Guide 6/20</i> ] .....	18-46
	Security Deposits [24 CFR 983.259; <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-48
18-VI.C.	Public Housing FSS and ROSS Participants [Notice PIH 2019-23] .....	18-49
18-VI.D.	Resident Participation and Funding [Notice PIH 2019-23] .....	18-49
18-VI.E.	Moves .....	18-50
	Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260; Notice PIH 2019-23] .....	18-50
	Family Right to Move [24 CFR 983.261] .....	18-51
	Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20] .....	18-52
	Emergency Transfers under VAWA [24 CFR 983.261(f) and (g)] .....	18-54
18-VI.F.	Reexaminations [ <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-57
18-VI.G.	Residents' Procedural Rights [Notice PIH 2019-23] .....	18-57
18-VI.H.	Informal Reviews and Hearings [Notice PIH 2019-23] .....	18-58

## Administrative Plan -Table of Contents

---

PART VII: DETERMINING CONTRACT RENT .....	18-59
18-VII.A. Initial Contract Rents [Notice PIH 2019-23].....	18-59
18-VII.B. Adjusting Contract Rents [Notice PIH 2019-23; <i>RAD PBV Quick Reference Guide 6/20</i> ; PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar] .....	18-60
Rent Decrease .....	18-61
18-VII.C. Utility Allowances [Notice PIH 2019-23; <i>RAD PBV Quick Reference Guide 6/20</i> ] .....	18-61
18-VII.D. Reasonable Rent [[983.301(d) and 24 CFR 983.303] .....	18-62
How to Determine Reasonable Rent [24 CFR 983.303(c)] .....	18-62
PHA-Owned Units.....	18-62
PART VIII: PAYMENTS TO OWNER.....	18-63
18-VIII.A. Housing Assistance Payments .....	18-63
18-VIII.B. Vacancy Payments [24 CFR 983.352].....	18-64
Payment at Move-Out Month [24 CFR 983.352(a)] .....	18-64
18-VIII.C. Tenant Rent to Owner [24 CFR 983.353; Notice PIH 2019-23] .....	18-66
Initial Certifications [Notice PIH 2019-23].....	18-66
Tenant and PHA Responsibilities .....	18-66
Utility Reimbursements [24 CFR 983.353(d)] .....	18-66
18-VIII.D. Phase-In of Tenant Rent Increases [Notice PIH 2012-32; PHA Asset Repositioning “Phase-in of Tenant Rents” Webinar] ....	18-67
18-VIII.E. Other Fees and Charges [24 CFR 983.354] .....	18-68
Meals and Supportive Services.....	18-68
Other Charges by Owner .....	18-68
Exhibit 18-1: PBV Development Information .....	18-69

## 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 5/7/24; 24 CFR 983.6(d)(2); 983.54(c); 983.262(c) and (e); and 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 ..... 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.	Program Overview.....	19-39
19-III.B.	Referrals [FR Notice 8/13/24 and HUD-VASH Qs and As].....	19-40
19-III.C.	HCV Program Eligibility [FR Notice 8/13/24] .....	19-41
	Social Security Numbers .....	19-41
	Proof of Age .....	19-41
	Photo Identification .....	19-41
	Income Eligibility [FR Notice 8/13/24].....	19-42
	Minimum Rent [FR Notice 8/13/24] .....	19-43
	Screening [FR Notice 8/13/24].....	19-43
	Denial of Assistance [Notice PIH 2008-37] .....	19-43
19-III.D.	Changes in Family Composition .....	19-44
	Adding Family Members [FR Notice 8/13/24] .....	19-44
	Remaining Family Members [HUD-VASH Qs and As] .....	19-44
	Family Break Up [HUD-VASH Qs and As] .....	19-44
19-III.E.	Leasing [FR Notice 8/13/24] .....	19-45
	Waiting List .....	19-45
	Exception Payment Standards [FR Notice 8/13/24].....	19-45
	Voucher Issuance [FR Notice 8/13/24] .....	19-45
	Special Housing Types [FR Notice 8/13/24].....	19-46
	Initial Lease Term [FR Notice 8/13/24] .....	19-46
	Ineligible Housing [[FR Notice 8/13/24].....	19-46
	Pre-Inspections [FR Notice 8/13/24] .....	19-46
19-III.F.	Portability [Notice PIH 2011-53 and FR Notice 8/13/24].....	19-47
	General Requirements .....	19-47
	Portability within the Initial VAMC or DSP's Catchment Area ..	19-47
	Portability Outside of the Initial VAMC or DSP's Catchment Area.....	19-47
	Portability Outside of the Initial VAMC or DSP's Catchment Area under VAWA .....	19-48
19-III.G.	Termination of Assistance [FR Notice 8/13/24].....	19-49
	Cessation of Case Management.....	19-49
	Serious Violation of the Lease.....	19-49
	VAWA [FR Notice 8/13/24] .....	19-50

**Administrative Plan -Table of Contents**

19-III.H. Project-Basing VASH Vouchers .....	19-51
General Requirements	
[Notice PIH 2017-21 and FR Notice 8/13/24].....	19-51
Ineligible Units .....	19-51
Termination of Assistance .....	19-52
Moves .....	19-52
Wrong-Sized or Accessible Units.....	19-53
Contract Terminations .....	19-53
Rents .....	19-53
Removing Units from the HAP Contract	
for Ineligible Families.....	19-53
Zero HAP Families .....	19-54
Proposal Project Selection .....	19-54
Failure to Participate in Case Management	
[FR Notice 8/13/24].....	19-55
Moves [HUD-VASH Qs and As, FR Notice 8/13/24] .....	19-55
<b>PART IV: MAINSTREAM VOUCHER PROGRAM .....</b>	<b>19-57</b>
19-IV.A. Program Overview [Notice PIH 2020-01	
and Notice PIH 2-2024-30] .....	19-57
19-IV.B. Eligible Population [Notice PIH 2020-01 and	
Notice PIH 2020-22].....	19-58
19-IV.C. Partnership And Supportive Services [Notice PIH 2020-01] .....	19-58
19-IV.D. Waiting List Administration [Notice PIH 2024-30].....	19-59
19-IV.E. Preferences [Notice PIH 2024-30].....	19-60
19-IV.F. Voucher Issuance.....	19-61
Initial Search Term [Notice PIH 2024-30] .....	10-61
Voucher Extension [Notice PIH 2024-30] .....	10-61
19-IV.G. Portability [Notice PIH 2020-01 and	
Mainstream Voucher Basics Webinar, 10/15/20].....	19-63
19-IV.H. Project-Basing Mainstream Vouchers [FY19 Mainstream	
Voucher NOFA Q&A] .....	19-63
<b>PART IV: NON-ELDERLY DISABLED (NED) VOUCHERS.....</b>	<b>19-65</b>
19-V.A. Program Overview [Notice PIH 2013-19].....	19-65
19-V.B. Eligible Population .....	19-66
General Requirements [Notice PIH 2013-19] .....	19-66
NED Category 2 [Notice PIH 2013-19	
and NED Category 2 FAQs].....	19-66
19-V.C. Waiting List .....	19-67
General Requirements [Notice PIH 2013-19] .....	19-67
NED Category 2 Referrals [NED Category 2 FAQs].....	19-67
Reissuance of Turnover Vouchers [Notice PIH 2013-19].....	19-68

## Administrative Plan -Table of Contents

19-V.D. Lease Up [Notice PIH 2013-19] .....	19-69
Briefings .....	19-69
Voucher Term .....	19-69
Special Housing Types [Notice PIH 2013-19 and NED Category 2 FAQs].....	19-70
19-V.E. Portability [NED Category 2 FAQs] .....	19-70
<b>PART VI: STABILITY VOUCHER PROGRAM.....</b>	<b>19-71</b>
19-VI.A. Program Overview [Notice PIH 2022-24].....	19-71
19-VI.B. Partnering Organization [Notice PIH 2022-24].....	19-71
19-VI.C. Referrals [Notice PIH 2022-24].....	19-72
CoC Referrals .....	19-72
Referrals from Outside the CoC .....	19-73
19-VI.D. Waiting List [Notice PIH 2022-24] .....	19-73
HCV Waiting List.....	19-73
SV Waiting List .....	19-74
HCV Waiting List Preferences .....	19-74
SV Waiting List Preferences .....	19-74
19-VI.E. Family Eligibility [Notice PIH 2022-24].....	19-75
Referring Agency Determination of Eligibility .....	19-75
Mandatory Denials.....	19-75
Permissive Denial .....	19-76
Self-Certification of Income at Admission.....	19-78
Recently Conducted Income Determinations .....	19-78
EIV Income Validation.....	19-79
Social Security Number and Citizenship Status Verification.....	16-79
Age and Disability Verifications .....	19-80
Income Targeting.....	19-80
19-VI.F. Housing Search And Leasing .....	19-81
Initial Voucher Term .....	19-81
Pre-Inspections .....	19-81
Initial Lease Term.....	19-81
Portability .....	19-82
Family Briefing.....	19-82
19-VI.G. Payment Standards.....	19-83
Overview.....	19-83
Increases in Payment Standards.....	19-83
19-VI.H. Project-Based Units.....	19-84
Exhibit 19-1: Sample Stability Voucher (SV) Homeless Provider’s Certification.....	19-85
Exhibit 19-2: Sample Victim Service Provider’s Certification .....	19-87
Exhibit 19-3: Sample SV Memorandum Of Understanding.....	19-89

Temporary Policy Statement – EHV’s

### GLOSSARY

HOTMA 102/104 Appendix to the Administrative Plan