

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; 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.	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	3-10
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 2018-24].....	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, FR Notice 9/21/16].....	3-17
	Definitions.....	3-17
	Determining Student Eligibility.....	3-21
3-II.F.	EIV System Searches [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20].....	3-22
	Existing Tenant Search.....	3-22
	Debts Owed to PHAs and Terminations.....	3-23
	Income and Income Validation Tool (IVT) Reports.....	3-23

Administrative Plan -Table of Contents

PART III:	DENIAL OF ASSISTANCE	3-24
3-III.A.	Overview.....	3-24
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-25
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]	3-25
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)]	3-26
3-III.C.	Other Permitted Reasons for Denial of Assistance.....	3-27
	Criminal Activity [24 CFR 982.553].....	3-27
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-28
3-III.D.	Screening	3-30
	Screening for Eligibility	3-30
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-31
3-III.E.	Criteria for Deciding to Deny Assistance.....	3-32
	Evidence [24 CFR 982.553(c)].....	3-32
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-32
	Removal of a Family Member's Name from the Application.....	3-34
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	3-34
3-III.F.	Notice of Eligibility or Denial	3-35
3-III.G.	Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	3-36
	Notification	3-36
	Documentation.....	3-37
Exhibit 3-1:	Detailed Definitions Related to Disabilities	3-39
	Person with Disabilities [24 CFR 5.403].....	3-39
	Individual with Handicaps [24 CFR 8.3].....	3-41
Exhibit 3-2:	Definition of Institution of Higher Education [20 U.S.C 1001 and 1002]	3-43
	Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006]	3-43

Administrative Plan -Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-4
4-I.A.	Overview.....	4-4
4-I.B.	Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36].....	4-4
4-I.C.	Accessibility of the Application Process	4-6
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]	4-6
	Limited English Proficiency	4-7
4-I.D.	Placement on the Waiting List.....	4-8
	Determination of Eligibility.....	4-8
	Ineligible for Assistance	4-8
PART II:	MANAGING THE WAITING LIST.....	4-10
4-II.A.	Overview.....	4-10
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205]	4-10
4-II.C.	Opening and Closing the Waiting List [24 CFR 982.206]	4-11
	Closing the Waiting List.....	4-11
	Reopening the Waiting List.....	4-11
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4].....	4-11
4-II.E.	Reporting Changes in Family Circumstances.....	4-13
4-II.F.	Updating the Waiting List [24 CFR 982.204]	4-14
	Purging the Waiting List.....	4-14
	Removal from the Waiting List.....	4-15
PART III:	SELECTION FOR HCV ASSISTANCE	4-16
4-III.A.	Overview.....	4-16
4-III.B.	Selection and HCV Funding Sources	4-16
	Special Admissions [24 CFR 982.203]	4-16
	Targeted Funding [24 CFR 982.204(e)]	4-16
	Regular HCV Funding.....	4-17
4-III.C.	Selection Method.....	4-18
	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4-18
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-19
	Order of Selection.....	4-19
4-III.D.	Notification of Selection.....	4-20
4-III.E.	The Application Interview.....	4-20
4-III.F.	Completing the Application Process	4-22

Administrative Plan -Table of Contents

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS	5-1
5-I.A.	Overview.....	5-1
5-I.B.	Briefing [24 CFR 982.301].....	5-2
	Notification of Briefing	5-2
	In-Person Briefings.....	5-2
	Remote Briefings [Notice PIH 2020-32].....	5-3
	Accessibility Requirements for Persons with Disabilities and LEP Individuals	5-3
	Conducting Remote Briefings	5-4
	Oral Briefing [24 CFR 982.301(a)]	5-5
	Briefing Packet [24 CFR 982.301(b); New HCV GB, Housing Search and Leasing, p. 7]	5-6
	Additional Items to be Included in the Briefing Packet	5-7
5-I.C.	Family Obligations	5-8
	Time Frames for Reporting Changes Required by Family Obligations	5-8
	Family Obligations [24 CFR 982.551]	5-8
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-13
5-II.A.	Overview.....	5-13
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402]	5-13
5-II.C.	Exceptions to Subsidy Standards.....	5-15
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-16
5-II.E.	Voucher Term and Extensions.....	5-17
	Voucher Term [24 CFR 982.303].....	5-17
	Extensions of Voucher Term [24 CFR 982.303(b)]	5-17
	Suspensions of Voucher Term [24 CFR 982.303(c)]	5-19
	Expiration of Voucher Term.....	5-19

Administrative Plan -Table of Contents

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

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	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
	Calculation Method.....	6-14
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-15
	Business Expenses.....	6-15
	Business Expansion.....	6-15
	Capital Indebtedness.....	6-15
	Negative Business Income.....	6-16
	Withdrawal of Cash or Assets from a Business.....	6-16
	Co-owned Businesses.....	6-16
6-I.G.	Assets [24 CFR 5.609(b)(3); 24 CFR 5.603(b)].....	6-17
	Overview.....	6-17
	General Policies.....	6-17
	Types of Assets.....	6-21
6-I.H.	Periodic Payments.....	6-25
	Periodic Payments <u>Included</u> in Annual Income.....	6-25
	Lump-Sum Payments for the Delayed Start of a Periodic Payment.....	6-25
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-25
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-26
6-I.I.	Payments In Lieu of Earnings.....	6-27

Administrative Plan -Table of Contents

6-I.J.	Welfare Assistance	6-28
	Overview.....	6-28
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615]	6-28
6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)].....	6-29
	Alimony and Child Support.....	6-29
	Regular Contributions or Gifts	6-29
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9); Notice PIH 2015-21].....	6-30
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9)); FR 4/10/06; Notice PIH 2015-21].....	6-30
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)]	6-31
6-I.M.	Additional Exclusions From Annual Income	6-32
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.	Child Care 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 Child Care Expense Deduction	6-43
	Eligible Child Care 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)] 6-46

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; 982.503(b)] 6-50

 Overview..... 6-50

 Changes in Payment Standards..... 6-50

 Reasonable Accommodation 6-51

6-III.D. Applying Utility Allowances [24 CFR 982.517]..... 6-52

 Overview..... 6-52

 Reasonable Accommodation 6-52

 Utility Allowance Revisions..... 6-52

6-III.E. Prorated Assistance for Mixed Families [24 CFR 5.520]..... 6-53

Exhibit 6-1: Annual Income Inclusions 6-55

 HHS Definition of "Assistance" 6-56

Exhibit 6-2: Annual Income Exclusions 6-58

Exhibit 6-3: Treatment of Family Assets 6-60

Exhibit 6-4: Earned Income Disallowance for Persons with Disabilities 6-61

Exhibit 6-5: The Effect of Welfare Benefit Reduction 6-63

Administrative Plan -Table of Contents

Chapter 7

VERIFICATION

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

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 2018-18]	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 2018-18]	7-6
	Written Third-Party Verification Form	7-7
	Oral Third-Party Verification [Notice PIH 2018-18]	7-7
	When Third-Party Verification is Not Required [Notice PIH 2018-18]	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 2018-24].....	7-12
7-II.C.	Documentation of Age.....	7-14
7-II.D.	Family Relationships	7-14
	Marriage.....	7-14
	Separation or Divorce	7-14
	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	7-22
7-III.A.	Earned Income	7-22
	Tips	7-22
7-III.B.	Business and Self Employment Income	7-22
7-III.C.	Periodic Payments and Payments In Lieu of Earnings	7-23
	Social Security/SSI Benefits.....	7-23
7-III.D.	Alimony or Child Support	7-24
7-III.E.	Assets and Income From Assets	7-25
	Assets Disposed of for Less than Fair Market Value	7-25
7-III.F.	Net Income From Rental Property.....	7-25
7-III.G.	Retirement Accounts	7-26
7-III.H.	Income From Excluded Sources	7-27
7-III.I.	Zero Annual Income Status	7-27
7-III.J.	Student Financial Assistance [Notice PIH 2015-21]	7-28
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-29
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-30
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-30
	Dependent Deduction	7-30
	Elderly/Disabled Family Deduction	7-30
7-IV.B.	Medical Expense Deduction	7-31
	Amount of Expense	7-31
	Eligible Household	7-32
	Qualified Expenses	7-32
	Unreimbursed Expenses	7-32
	Expenses Incurred in Past Years.....	7-32
7-IV.C.	Disability Assistance Expenses	7-33
	Amount of Expense	7-33
	Family Member is a Person with Disabilities.....	7-34
	Family Member(s) Permitted to Work	7-34
	Unreimbursed Expenses	7-34
7-IV.D.	Child Care Expenses.....	7-35
	Eligible Child.....	7-35
	Unreimbursed Expense.....	7-35
	Pursuing an Eligible Activity	7-36
	Allowable Type of Child Care.....	7-37
	Reasonableness of Expenses.....	7-37
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-38

Administrative Plan -Table of Contents

**Chapter 8
HOUSING QUALITY STANDARDS AND RENT REASONABLENESS
DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

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

Administrative Plan -Table of Contents

8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-17
	Notification of Corrective Actions	8-17
	Extensions.....	8-18
	Reinspections.....	8-18
8-II.G.	Enforcing Owner Compliance	8-19
	HAP Abatement.....	8-19
	HAP Contract Termination.....	8-19
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-19
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-20
8-III.A.	Overview.....	8-20
	PHA-Owned Units [24 CFR 982.352(b)].....	8-20
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-21
	Owner-Initiated Rent Determinations.....	8-21
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-21
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)	8-22
8-III.C.	How Comparability Is Established	8-22
	Factors to Consider	8-22
	Units that Must Not be Used as Comparables	8-22
	Rents Charged for Other Units on the Premises	8-23
8-III.D.	PHA Rent Reasonableness Methodology	8-24
	How Market Data Is Collected	8-24
	How Rents Are Determined.....	8-24
Exhibit 8-1:	Overview of HUD Housing Quality Standards	8-27
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality	8-31

Administrative Plan -Table of Contents

Chapter 9 GENERAL LEASING POLICIES

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

Administrative Plan -Table of Contents

Chapter 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

PART I:	MOVING WITH CONTINUED ASSISTANCE	10-1
10-I.A.	Allowable Moves.....	10-1
10-I.B.	Restrictions On Moves	10-3
	Denial of Moves	10-3
	Restrictions on Elective Moves [24 CFR 982.354(c)].....	10-4
10-I.C.	Moving Process	10-5
	Notification.....	10-5
	Approval	10-5
	Reexamination of Family Income and Composition	10-5
	Voucher Issuance and Briefing.....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)]	10-6
	Zero HAP Families Who Wish to Move [24 CFR 982.455]	10-6
PART II:	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	10-11
	Preapproval Contact with the Receiving PHA	10-11
	Initial Notification to the Receiving PHA	10-11
	Sending Documentation to the Receiving PHA	10-12
	Initial Billing Deadline [Notice PIH 2016-09]	10-13
	Monthly Billing Payments [Notice PIH 2016-09].....	10-14
	Annual Updates of Form HUD-50058	10-14
	Denial or Termination of Assistance [24 CFR 982.355(c)(17)]... ..	10-14
10-II.C.	Receiving PHA Role.....	10-15
	Responding to Initial PHA’s Request [24 CFR 982.355(c)]	10-15
	Initial Contact with Family	10-15
	Briefing.....	10-16
	Income Eligibility and Reexamination	10-16
	Voucher Issuance.....	10-17
	Notifying the Initial PHA	10-18
	Administering a Portable Family’s Voucher	10-18
	Absorbing a Portable Family	10-22

Administrative Plan -Table of Contents

Chapter 11 REEXAMINATIONS

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
11-I.A.	Overview.....	11-1
11-I.B.	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
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	11-17

Administrative Plan -Table of Contents

**Chapter 12
TERMINATION OF ASSISTANCE AND TENANCY**

PART I:	 GROUNDS FOR TERMINATION OF ASSISTANCE	12-1
12-I.A.	Overview.....	12-1
12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
12-I.C.	Family Chooses to Terminate Assistance.....	12-2
12-I.D.	Mandatory Termination of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)].....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)]	12-3
	Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2018-24]	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)].....	12-3
	Lifetime Registered Sex Offenders [Notice PIH 2012-28]	12-3
	Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06].....	12-4
	Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9].....	12-4
12-I.E.	Mandatory Policies and Other Authorized Terminations	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-4
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), 24 CFR 984.101(d)]	12-7
PART II:	 APPROACH TO TERMINATION OF ASSISTANCE.....	12-11
12-II.A.	Overview.....	12-11
12-II.B.	Method of Termination [24 CFR 982.552(a)(3)]	12-11
12-II.C.	Alternatives to Termination of Assistance	12-11
	Change in Household Composition.....	12-11
	Repayment of Family Debts	12-12
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)].....	12-13
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	12-14
12-II.E.	Terminations Related to Domestic Violence, Dating Violence, Sexual Assault or Stalking.....	12-15
	VAWA Protections against Terminations	12-15
	Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]	12-16
	Documentation of Abuse [24 CFR 5.2007].....	12-17
	Terminating the Assistance of a Domestic Violence Perpetrator	12-17
12-II.F.	Termination Notice.....	12-19

Administrative Plan -Table of Contents

PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-20
	12-III.A. Overview.....	12-20
	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].....	12-20
	Serious or Repeated Lease Violations	12-20
	Violation of Federal, State, or Local Law	12-20
	Criminal Activity or Alcohol Abuse.....	12-20
	Other Good Cause.....	12-21
	12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum]	12-22
	12-III.D. Deciding Whether to Terminate Tenancy [24 CFR 982.310(h), 24 CFR 982.310(h)(4)]......	12-23
	12-III.E. Effect of Tenancy Termination on the Family’s Assistance	12-23
	Exhibit 12-1: Statement of Family Obligations.....	12-24

Administrative Plan -Table of Contents

Chapter 13 OWNERS

PART I:	OWNERS IN THE HCV PROGRAM	13-3
13-I.A.	Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6; HCV Landlord Strategy Guidebook for PHAs].....	13-3
	Recruitment.....	13-3
	Retention.....	13-4
13-I.B.	Basic HCV Program Requirements	13-5
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-7
13-I.D.	Owner Qualifications.....	13-8
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]...	13-8
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2]	13-8
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19; Form HUD-52641, Section 13]	13-8
	Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)]	13-10
	Legal Ownership of Unit	13-11
13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641]	13-11
PART II:	HAP CONTRACTS.....	13-13
13-II.A.	Overview.....	13-13
13-II.B.	HAP Contract Contents	13-14
13-II.C.	HAP Contract Payments	13-16
	General.....	13-16
	Owner Certification of Compliance.....	13-16
	Late HAP Payments [24 CFR 982.451(a)(5)]	13-17
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-17
13-II.D.	Breach of HAP Contract [24 CFR 982.453].....	13-18
13-II.E.	HAP Contract Term and Terminations.....	13-19
13-II.F.	Change In Ownership / Assignment of the HAP Contract [HUD-52641].....	13-21
13-II.G.	Foreclosure [Notice PIH 2010-49]	13-22

Administrative Plan -Table of Contents

**Chapter 14
PROGRAM INTEGRITY**

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE	14-3
14-I.A.	Preventing Errors and Program Abuse	14-3
14-I.B.	Detecting Errors and Program Abuse	14-4
	Quality Control and Analysis of Data	14-4
	Independent Audits and HUD Monitoring	14-4
	Individual Reporting of Possible Errors and Program Abuse	14-4
14-I.C.	Investigating Errors and Program Abuse.....	14-5
	When the PHA Will Investigate	14-5
	Consent to Release of Information [24 CFR 982.516].....	14-5
	Analysis and Findings.....	14-5
	Consideration of Remedies.....	14-6
	Notice and Appeals.....	14-6
PART II:	CORRECTIVE MEASURES AND PENALTIES	14-7
14-II.A.	Subsidy Under- or Overpayments	14-7
	Corrections.....	14-7
	Reimbursement.....	14-7
14-II.B.	Family-Caused Errors and Program Abuse	14-8
	Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13]	14-8
	PHA Reimbursement to Family [HCV GB p. 22-12].....	14-8
	Prohibited Actions	14-9
	Penalties for Program Abuse	14-9
14-II.C.	Owner-Caused Error or Program Abuse.....	14-10
	Owner Reimbursement to the PHA	14-10
	Prohibited Owner Actions	14-10
	Remedies and Penalties	14-11
14-II.D.	PHA-Caused Errors or Program Abuse.....	14-12
	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; New HCV GB, *Special Housing Types*]

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605; Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 4].....	15-3
	15-I.A. Overview.....	15-3
	15-I.B. Payment Standard, Utility Allowance, and HAP Calculation	15-3
	15-I.C. Housing Quality Standards (HQS)	15-3
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609; Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 6].....	15-5
	15-II.A. Overview.....	15-5
	15-II.B. Payment Standard, Utility Allowance, and HAP Calculation	15-6
	15-II.C. Housing Quality Standards	15-6
PART III:	GROUP HOME [24 CFR 982.610 through 982.614; Form HUD-52641; and New HCV GB, <i>Special Housing Types</i> , p. 8].....	15-7
	15-III.A. Overview.....	15-7
	15-III.B. Payment Standard, Utility Allowance, and HAP Calculation	15-7
	15-III.C. Housing Quality Standards	15-8
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618; Form HUD-52641; Notice PIH 2021-05; New HCV GB, <i>Special Housing Types</i> , p. 11].....	15-11
	15-IV.I. Overview.....	15-11
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation	15-12
	15-IV.C. Housing Quality Standards	15-14
PART V:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624; FR Notice 1/18/17; New HCV GB, <i>Special Housing Types</i> , p. 15;]	15-15
	15-V.A. Overview.....	15-15
	15-V.B. Special Requirements for Manufactured Home Owners Who Lease A Space.....	15-15
	Family Income	15-15
	Lease and HAP Contract	15-16
	15-V.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 1/18/17].....	15-17
	Payment Standards.....	15-17
	Utility Allowance.....	15-17
	Space Rent	15-17
	Amortization Costs	15-18
	Housing Assistance Payment.....	15-18
	Rent Reasonableness	15-18
	15-V.D. Housing Quality Standards	15-19
PART VI:	HOMEOWNERSHIP [24 CFR 982.625 through 982.643].....	15-20
	15-VI.A. Overview [24 CFR 982.625]	15-20
	15-VI.B. Family Eligibility [24 CFR 982.627].....	15-22
	15-VI.C. Selection of Families [24 CFR 982.626]	15-23

Administrative Plan -Table of Contents

15-VI.D. Eligible Units [24 CFR 982.628].....	15-23
15-VI.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629]	15-24
15-VI.F. Homeownership Counseling [24 CFR 982.630]	15-25
15-VI.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631].....	15-26
Home Inspections	15-26
Contract of Sale	15-26
Disapproval of a Seller	15-27
15-VI.H. Financing [24 CFR 982.632]	15-28
15-VI.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633]	15-28
15-VI.J. Maximum Term of Homeowner Assistance [24 CFR 982.634].....	15-29
15-VI.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]	15-29
15-VI.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553].....	15-32
15-VI.M. Moving with Continued Assistance [24 CFR 982.637].....	15-32
15-VI.N. Denial or Termination of Assistance [24 CFR 982.638].....	15-33

Administrative Plan -Table of Contents

Chapter 16 PROGRAM ADMINISTRATION

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

Administrative Plan -Table of Contents

	16-III.D. Hearing and Appeal Provisions for Noncitizens	
	[24 CFR 5.514]	16-26
	Notice of Denial or Termination of Assistance	
	[24 CFR 5.514(d)]	16-26
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-27
	Informal Hearing Procedures for Applicants	
	[24 CFR 5.514(f)]	16-27
	Informal Hearing Procedures for Residents	
	[24 CFR 5.514(f)]	16-29
	Retention of Documents [24 CFR 5.514(h)]	16-29
PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-30
	16-IV.A. Overview.....	16-30
	16-IV.B. Repayment Policy	16-30
	Owner Debts to the PHA	16-30
	Family Debts to the PHA.....	16-31
	Refusal to Enter into an Agreement.....	16-31
	Repayment Agreement [24 CFR 792.103]	16-31
	General Repayment Agreement Guidelines for Families	16-31
PART V:	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)	16-34
	16-V.A. Overview.....	16-34
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-35
	HUD Verification Method.....	16-35
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648]	16-36
	SEMAP Indicators Chart	16-36
PART VI:	RECORD KEEPING	16-40
	16-VI.A. Overview.....	16-40
	16-VI.B. Record Retention [24 CFR 982.158; 24 CFR 908.101]	16-40
	16-VI.C. Records Management	16-42
	Privacy Act Requirements [24 CFR 5.212 and Form-9886]	16-42
	Upfront Income Verification (UIV) Records	16-42
	Criminal Records	16-43
	Medical/Disability Records	16-43
	Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	16-43
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL	16-45
	16-VII.A. Overview.....	16-45
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e); Notice PIH 2017-13].....	16-45
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)]	16-45
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING	16-47
	16-VIII.A. Overview.....	16-47
	16-VIII.B. Methodology	16-47

Administrative Plan -Table of Contents

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

Administrative Plan -Table of Contents

Chapter 17 PROJECT-BASED VOUCHERS

PART I:	GENERAL REQUIREMENTS	17-3
17-I.A.	Overview [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21].....	17-3
	Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22].....	17-3
	Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17; Notice PIH 2017-21]	17-4
17-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2]	17-5
17-I.C.	Relocation Requirements [24 CFR 983.7].....	17-5
17-I.D.	Equal Opportunity Requirements [24 CFR 983.8].....	17-5
PART II:	PBV OWNER PROPOSALS	17-7
17-II.A.	Overview.....	17-7
17-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51(b)].....	17-7
	Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21; 24 CFR 983.51(b)]	17-7
	Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)].....	17-8
	PHA-Owned Units [24 CFR 983.51(e), 983.59, FR Notice 1/18/17 and Notice PIH 2017-21]	17-11
	PHA Notice of Owner Selection [24 CFR 983.51(d)].....	17-12
17-II.C.	Housing Type [24 CFR 983.52]	17-12
17-II.D.	Prohibition of Assistance for Certain Units.....	17-13
	Ineligible Housing Types [24 CFR 983.53]	17-13
	Subsidized Housing [24 CFR 983.54]	17-13
17-II.E.	Subsidy Layering Requirements [24 CFR 983.55, Notice PIH 2013-11, and FR Notice 2/28/20]	17-14
17-II.F.	Cap On Number of PBV Units in Each Project	17-15
	25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21]	17-15
	Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22] ...	17-15
	Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]	17-17
	Promoting Partially Assisted Projects [24 CFR 983.56(c)].....	17-17

Administrative Plan -Table of Contents

17-II.G.	Site Selection Standards	17-18
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-18
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-19
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-19
17-II.H.	Environmental Review [24 CFR 983.58]	17-20
PART III:	DWELLING UNITS.....	17-22
17-III.A.	Overview.....	17-22
17-III.B.	Housing Quality Standards [24 CFR 983.101].....	17-22
	Lead-based Paint [24 CFR 983.101(c)]	17-22
17-III.C.	Housing Accessibility for Persons with Disabilities	17-22
17-III.D.	Inspecting Units.....	17-23
	Pre-selection Inspection [24 CFR 983.103(a)]	17-23
	Pre-HAP Contract Inspections [24 CFR 983.103(b), FR Notice 1/18/17, and Notice PIH 2017-20]	17-23
	Turnover Inspections [24 CFR 983.103(c)]	17-23
	Annual/Biennial Inspections [24 CFR 983.103(d), FR Notice 6/25/14]	17-23
	Other Inspections [24 CFR 983.103(e)]	17-24
	Inspecting PHA-Owned Units [24 CFR 983.103(f)]	17-24
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	17-26
17-IV.A.	Overview [24 CFR 983.151]	17-26
17-IV.B.	Agreement to Enter into HAP Contract.....	17-26
	Content of the Agreement [24 CFR 983.152(d)].....	17-27
	Execution of the Agreement [24 CFR 983.153]	17-27
17-IV.C.	Conduct of Development Work.....	17-28
	Labor Standards [24 CFR 983.154(b)]	17-28
	Owner Disclosure [24 CFR 983.154(d) and (e)]	17-28
17-IV.D.	Completion of Housing.....	17-29
	Evidence of Completion [24 CFR 983.155(b)]	17-29
	PHA Acceptance of Completed Units [24 CFR 983.156]	17-29

Administrative Plan -Table of Contents

PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)	17-30
17-V.A.	Overview.....	17-30
17-V.B.	HAP Contract Requirements	17-30
	Contract Information [24 CFR 983.203]	17-30
	Execution of the HAP Contract [24 CFR 983.204].....	17-31
	Term of HAP Contract [24 CFR 983.205, FR Notice 1/18/17, and Notice PIH 2017-21]	17-31
	Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206; FR Notice 1/18/17, and Notice PIH 2017-21].....	17-33
	Remedies for HQS Violations [24 CFR 983.208(b)]	17-33
17-V.C.	Amendments to the HAP Contract	17-34
	Substitution of Contract Units [24 CFR 983.207(a)].....	17-34
	Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21].....	17-34
17-V.D.	HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)]	17-34
17-V.E.	Owner Responsibilities Under the HAP Contract [24 CFR 983.210]	17-35
17-V.F.	Additional HAP Requirements	17-36
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]	17-36
	Vacancy Payments [24 CFR 983.352(b)].....	17-36
PART VI:	SELECTION OF PBV PROGRAM PARTICIPANTS.....	17-38
17-VI.A.	Overview.....	17-38
17-VI.B.	Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)]	17-38
	In-Place Families [24 CFR 983.251(b)]	17-39
17-VI.C.	Organization of the Waiting List [24 CFR 983.251(c)].....	17-40
17-VI.D.	Selection From the Waiting List [24 CFR 983.251(c)].....	17-40
	Income Targeting [24 CFR 983.251(c)(6)]	17-40
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	17-40
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08]	17-41
17-VI.E.	Offer of PBV Assistance	17-42
	Refusal of Offer [24 CFR 983.251(e)(3)].....	17-42
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	17-42
	Acceptance of Offer [24 CFR 983.252]	17-42
17-VI.F.	Owner Selection of Tenants	17-43
	Leasing [24 CFR 983.253(a)]	17-43
	Filling Vacancies [24 CFR 983.254(a)].....	17-43
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]	17-43
17-VI.G.	Tenant Screening [24 CFR 983.255].....	17-44
	PHA Responsibility	17-44
	Owner Responsibility	17-44

Administrative Plan -Table of Contents

PART VII: OCCUPANCY.....	17-46
17-VII.A. Overview.....	17-46
17-VII.B. Lease [24 CFR 983.256].....	17-46
Form of Lease [24 CFR 983.256(b)].....	17-46
Lease Requirements [24 CFR 983.256(c)].....	17-46
Tenancy Addendum [24 CFR 983.256(d)].....	17-47
Initial Term and Lease Renewal [24 CFR 983.256(f)].....	17-47
Changes in the Lease [24 CFR 983.256(e)].....	17-47
Owner Termination of Tenancy [24 CFR 983.257].....	17-48
Continuation of Housing Assistance Payments [24 CFR 983.258].....	17-48
Security Deposits [24 CFR 983.259].....	17-49
17-VII.C. Moves.....	17-50
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260].....	17-50
Family Right to Move [24 CFR 983.261].....	17-51
Emergency Transfers under VAWA [Notice PIH 2017-08].....	17-52
17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.262].....	17-53
PART VIII: DETERMINING RENT TO OWNER.....	17-56
17-VIII.A. Overview.....	17-56
17-VIII.B. Rent Limits [24 CFR 983.301].....	17-56
Certain Tax Credit Units [24 CFR 983.301(c)].....	17-56
Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)].....	17-57
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)].....	17-58
Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)].....	17-58
Redetermination of Rent [24 CFR 983.302].....	17-59
PHA-Owned Units [24 CFR 983.301(g)].....	17-59
17-VIII.C. Reasonable Rent [24 CFR 983.303].....	17-60
When Rent Reasonable Determinations Are Required.....	17-60
How to Determine Reasonable Rent.....	17-60
PHA-Owned Units.....	17-61
Owner Certification of Reasonable Rent.....	17-61
17-VIII.D. Effect of Other Subsidy and Rent Control.....	17-61
Other Subsidy [24 CFR 983.304].....	17-61
Rent Control [24 CFR 983.305].....	17-61

Administrative Plan -Table of Contents

PART IX: PAYMENTS TO OWNER 17-62

 17-IX.A. Housing Assistance Payments [24 CFR 983.351] 17-62

 17-IX.B. Vacancy Payments [24 CFR 983.352] 17-62

 17-IX.C. Tenant Rent to Owner [24 CFR 983.353] 17-64

 Tenant and PHA Responsibilities 17-64

 Utility Reimbursements 17-64

 17-IX.D. Other Fees and Charges [24 CFR 983.354] 17-65

 Meals and Supportive Services 17-65

 Other Charges by Owner 17-65

Exhibit 17-1: PBV Development Information 17-66

Exhibit 17-2: Special Provisions Applying to TPVs Awarded as Part of a
Voluntary Conversion of Public Housing Units in Projects that
Include RAD PBV Units 17-69

**Chapter 18
RESERVED**

**Chapter 19
RESERVED**