

# TROY HOUSING AUTHORITY ADMINISTRATIVE PLAN

*(Press **Control** + **Click** the underlined text to follow link to the corresponding PDF)*

## INTRODUCTION

Authorities for Policies in the Admin Plan.....	Intro-i
Abbreviations.....	Intro-ii
Resources & Links.....	Intro-iii

## **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.....	1-4
	1-II.A. Overview and History of the Program.....	1-4
	1-II.B. HCV Program Basics.....	1-5
	1-II.C. The HCV Partnerships .....	1-5
	The HCV Relationships:.....	1-6
	What Does HUD Do? .....	1-7
	What Does the PHA Do?.....	1-7
	What Does the Owner Do?.....	1-8
	What Does the Family Do?.....	1-8
	1-II.D. Applicable Regulations.....	1-9
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-10
	1-III.A. Overview and Purpose of the Plan.....	1-10
	1-III.B. Contents of the Plan (24CFR 982.54).....	1-10
	Mandatory vs. Discretionary Policy .....	1-12
	1-III.C. Organization of the Plan .....	1-12
	1-III.D. Updating and Revising the Plan .....	1-12

**Administrative Plan -Table of Contents**

---

**Chapter 2**

**FAIR HOUSING AND EQUAL OPPORTUNITY**

PART I:	NONDISCRIMINATION.....	2-1
	INTRODUCTION .....	2-1
2-I.A.	Overview.....	2-2
2-I.B.	Nondiscrimination .....	2-3
	Providing Information to Families and Owners .....	2-4
	Discrimination Complaints.....	2-4
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES .....	2-5
2-II.A.	Overview.....	2-5
2-II.B.	Definition of Reasonable Accommodation .....	2-5
	Types of Reasonable Accommodations.....	2-5
2-II.C.	Request for an Accommodation .....	2-6
2-II.D.	Verification of Disability.....	2-6
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].....	2-7
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments .....	2-8
2-II.G.	Physical Accessibility.....	2-8
2-II.H.	Denial or Termination of Assistance .....	2-9
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-10
2-III.A.	Overview.....	2-10
2-III.B.	Oral Interpretation .....	2-10
2-III.C.	Written Translation.....	2-11
2-III.D.	Implementation Plan.....	2-11
Exhibit 2-1:	Definition of a Person with a Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-12

## Administrative Plan -Table of Contents

### Chapter 3 ELIGIBILITY

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-1
	INTRODUCTION .....	3-1
3-I.A.	Overview.....	3-2
3-I.B.	Family and Household [24 CFR 982.201(c); FR Notice 02/03/12; Notice PIH 2014-20].....	3-2
	Family .....	3-2
	Household .....	3-2
3-I.C.	Family Breakup and Remaining Member of Tenant Family.....	3-2
	Family Breakup [24 CFR 982.315; Notice PIH 2017-08].....	3-2
	Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-3
3-I.D.	Head of Household [24 CFR 5.504(b)] .....	3-3
3-I.E.	Spouse, Cohead, and Other Adult .....	3-4
3-I.F.	Dependent [24 CFR 5.603].....	3-4
	Joint Custody of Dependents .....	3-4
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB, p. 5-29] .....	3-4
3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403, FR Notice 02/03/12].....	3-5
	Elderly Persons .....	3-5
	Near-Elderly Persons .....	3-5
	Elderly Family .....	3-5
3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403, FR Notice 02/03/12] .....	3-5
	Persons with Disabilities.....	3-5
	Disabled Family.....	3-5
3-I.J.	Guests [24 CFR 5.100] .....	3-6
3-I.K.	Foster Children and Foster Adults.....	3-6
3-I.L.	Absent Family Members.....	3-6
	Definitions of Temporarily and Permanently Absent.....	3-6
	Absent Students .....	3-7
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-7
	Absent Head, Spouse, or Cohead .....	3-7
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-7
	Return of Permanently Absent Family Members .....	3-7
3-I.M.	Live-In Aide.....	3-8

## Administrative Plan -Table of Contents

### Chapter 3 ELIGIBILITY

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-9
3-II.A.	Income Eligibility and Targeting.....	3-9
	Income Limits.....	3-9
	Definitions of the Income Limits [24 CFR 5.603(b)].....	3-9
	Using Income Limits for Eligibility [24 CFR 982.201].....	3-9
	Using Income Limits for Targeting [24 CFR 982.201].....	3-10
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E].....	3-10
	Declaration [24 CFR 5.508].....	3-10
	Mixed Families.....	3-11
	Ineligible Families [24 CFR 5.514(d), (e), and (f)].....	3-11
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)].....	3-11
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218, Notice PIH 2012-10].....	3-12
3-II.D.	Family Consent to Release of Information [24 CFR 5.230; HCV GB, p. 5-13].....	3-12
3-II.E.	Students Enrolled In Institutions of Higher Education [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16].....	3-12
	Definitions.....	3-13
	Determining Student Eligibility.....	3-15
	Determining Parental Income Eligibility.....	3-15
PART III:	DENIAL OF ASSISTANCE.....	3-16
3-III.A.	Overview.....	3-16
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35].....	3-16
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)].....	3-16
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)].....	3-17
3-III.C.	Other Permitted Reasons for Denial of Assistance.....	3-18
	Criminal Activity [24 CFR 982.553].....	3-18
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-19
3-III.D.	Screening.....	3-20
	Screening for Eligibility.....	3-20
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-20
3-III.E.	Criteria for Deciding to Deny Assistance.....	3-21
	Evidence [24 CFR 982.553(c)].....	3-21
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-21
	Removal of a Family Member's Name from the Application.....	3-22
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)].....	3-22
3-III.F.	Notice of Eligibility or Denial.....	3-23

**Administrative Plan -Table of Contents**

---

**Chapter 3**

**ELIGIBILITY**

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking..... 3-24

Notification ..... 3-24

Documentation..... 3-24

Exhibit 3-1: Detailed Definitions Related to Disabilities ..... 3-26

Person with Disabilities [24 CFR 5.403]..... 3-26

Individual with Handicaps [24 CFR 8.3]..... 3-27

Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] ..... 3-28

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] ..... 3-28

## Administrative Plan -Table of Contents

### Chapter 4

#### APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS .....	4-1
	INTRODUCTION .....	4-1
4-I.A.	Overview.....	4-2
4-I.B.	Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36].....	4-2
4-I.C.	Accessibility of the Application Process .....	4-2
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13] .....	4-3
	Limited English Proficiency .....	4-3
4-I.D.	Placement on the Waiting List.....	4-3
	Ineligible for Placement on the Waiting List.....	4-3
	Eligible for Placement on the Waiting List .....	4-3
PART II:	MANAGING THE WAITING LIST.....	4-4
4-II.A.	Overview.....	4-4
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205] .....	4-4
4-II.C.	Opening and Closing the Waiting List [24 CFR 982.206] .....	4-5
	Closing the Waiting List.....	4-5
	Reopening the Waiting List.....	4-5
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4] .....	4-5
4-II.E.	Reporting Changes in Family Circumstances.....	4-6
4-II.F.	Updating the Waiting List [24 CFR 982.204] .....	4-6
	Purging the Waiting List.....	4-6
	Removal from the Waiting List .....	4-7
PART III:	SELECTION FOR HCV ASSISTANCE .....	4-8
4-III.A.	Overview.....	4-8
4-III.B.	Selection and HCV Funding Sources .....	4-8
	Special Admissions [24 CFR 982.203] .....	4-8
	Targeted Funding [24 CFR 982.204(e)] .....	4-8
	Regular HCV Funding .....	4-8
4-III.C.	Selection Method .....	4-9
	Local Preferences [24 CFR 982.207; HCV p. 4-16] .....	4-9
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-10
	Order of Selection.....	4-10
4-III.D.	Notification of Selection.....	4-11
4-III.E.	The Application Interview.....	4-11
4-III.F.	Completing the Application Process .....	4-12

## Administrative Plan -Table of Contents

---

### Chapter 5

#### BRIEFINGS AND VOUCHER ISSUANCE

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS .....	5-1
	INTRODUCTION .....	5-1
5-I.A.	Overview.....	5-2
5-I.B.	Briefing [24 CFR 982.301].....	5-2
	Notification and Attendance .....	5-2
	Oral Briefing [24 CFR 982.301(a)] .....	5-2
	Briefing Packet [24 CFR 982.301(b)] .....	5-3
	Additional Items to be Included in the Briefing Packet .....	5-4
5-I.C.	Family Obligations .....	5-5
	Time Frames for Reporting Changes Required by Family Obligations.....	5-5
	Family Obligations [24 CFR 982.551] .....	5-5
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-8
5-II.A.	Overview.....	5-8
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402] .....	5-8
5-II.C.	Exceptions to Subsidy Standards.....	5-9
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-10
5-II.E.	Voucher Term and Extensions.....	5-11
	Voucher Term [24 CFR 982.303].....	5-11
	Extensions of Voucher Term [24 CFR 982.303(b)] .....	5-11
	Suspensions of Voucher Term [24 CFR 982.303(c)] .....	5-12
	Expiration of Voucher Term.....	5-12

## 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 .....	6-1
	INTRODUCTION .....	6-1
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition and Income.....	6-2
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-3
	Family Members Permanently Confined for Medical Reasons.....	6-4
	Joint Custody of Dependents .....	6-4
	Caretakers for a Child.....	6-4
6-I.C.	Anticipating Annual Income .....	6-5
	Basis of Annual Income Projection .....	6-5
	Projecting Income .....	6-5
6-I.D.	Earned Income .....	6-6
	Types of Earned Income Included in Annual Income.....	6-6
	Types of Earned Income <u>Not</u> Counted in Annual Income .....	6-6
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-8
	Business Expenses .....	6-8
	Business Expansion .....	6-8
	Capital Indebtedness .....	6-9
	Negative Business Income.....	6-9
	Withdrawal of Cash or Assets from a Business.....	6-9
	Co-owned Businesses .....	6-9
6-I.G.	Assets [24 CFR 5.609(b)(3); 24 CFR 5.603(b)] .....	6-9
	Overview.....	6-9
	General Policies .....	6-9
	Types of Assets.....	6-10
6-I.H.	Periodic Payments .....	6-15
	Periodic Payments <u>Included</u> in Annual Income.....	6-15
	Lump-Sum Payments for the Delayed Start of a Periodic Payment .....	6-15
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-15
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-16
6-I.I.	Payments In Lieu of Earnings.....	6-16

## Administrative Plan -Table of Contents

### Chapter 6

#### INCOME AND SUBSIDY DETERMINATIONS

6-I.J.	Welfare Assistance.....	6-16
	Overview.....	6-16
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-16
6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)] .....	6-17
	Alimony and Child Support.....	6-17
	Regular Contributions or Gifts .....	6-17
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9); Notice PIH 2015-21].....	6-17
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9) ); FR 4/10/06; Notice PIH 2015-21].....	6-18
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)] .....	6-19
6-I.M.	Additional Exclusions From Annual Income .....	6-19
PART II:	ADJUSTED INCOME.....	6-22
6-II.A.	Introduction.....	6-22
	Overview.....	6-22
	Anticipating Expenses .....	6-22
6-II.B.	Dependent Deduction .....	6-22
6-II.C.	Elderly or Disabled Family Deduction .....	6-23
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-23
	Definition of <i>Medical Expenses</i> .....	6-23
	Summary of Allowable Medical Expenses from IRS Publication 502 .....	6-24
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-24
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-24
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-25
	Eligible Disability Expenses.....	6-25
	Necessary and Reasonable Expenses.....	6-26
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-26
6-II.F.	Child Care Expense Deduction.....	6-26
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-27
	Qualifying for the Deduction.....	6-27
	Earned Income Limit on Child Care Expense Deduction .....	6-28
	Eligible Child Care Expenses .....	6-28

**Administrative Plan -Table of Contents**

---

**Chapter 6**

**INCOME AND SUBSIDY DETERMINATIONS**

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY .....	6-30
6-III.A.	Overview of Rent and Subsidy Calculations .....	6-30
	TTP Formula [24 CFR 5.628] .....	6-30
	Family Share [24 CFR 982.305(a)(5)].....	6-30
	PHA Subsidy [24 CFR 982.505(b)].....	6-30
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)] .....	6-30
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-31
	Overview.....	6-31
	HUD-Defined Financial Hardship.....	6-31
	Implementation of Hardship Exemption .....	6-32
6-III.C.	Applying Payment Standards [24 CFR 982.505; 982.503(b)] .....	6-34
	Overview.....	6-34
	Changes in Payment Standards.....	6-35
	Reasonable Accommodation .....	6-36
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-36
	Overview.....	6-36
	Reasonable Accommodation .....	6-36
	Utility Allowance Revisions.....	6-36
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-36
Exhibit 6-1:	Annual Income Inclusions .....	6-37
	HHS Definition of "Assistance" .....	6-38
Exhibit 6-2:	Annual Income Exclusions .....	6-40
Exhibit 6-3:	Treatment of Family Assets.....	6-46
Exhibit 6-4:	Earned Income Disallowance for Persons with Disabilities .....	6-47
Exhibit 6-5:	The Effect of Welfare Benefit Reduction .....	6-49

**Administrative Plan -Table of Contents**

---

**Chapter 7**

**VERIFICATION**

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

PART I:	INTRODUCTION .....	7-1
	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].....	7-2
	Consent Forms .....	7-2
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-2
7-I.B.	Overview of Verification Requirements.....	7-2
	HUD’s Verification Hierarchy [Notice PIH 2023-27] .....	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).....	7-3
	Upfront Income Verification Using Non-HUD Systems (Optional) .....	7-4
7-I.D.	Third-Party Written and Oral Verification .....	7-5
	Written Third-Party Verification [Notice PIH 2023-27] .....	7-5
	Written Third-Party Verification Form .....	7-5
	Oral Third-Party Verification [Notice PIH 2023-27] .....	7-5
	When Third-Party Verification is Not Required [Notice PIH 2023-27] .....	7-6
7-I.E.	Self-Certification .....	7-7
PART II:	VERIFYING FAMILY INFORMATION.....	7-8
7-II.A.	Verification of Legal Identity .....	7-8
7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2012-10].....	7-8
7-II.C.	Documentation of Age.....	7-10
7-II.D.	Family Relationships .....	7-10
	Marriage.....	7-10
	Separation or Divorce .....	7-11
	Absence of Adult Member.....	7-11
	Foster Children and Foster Adults.....	7-11
7-II.E.	Verification of Student Status.....	7-11
	General Requirements .....	7-11
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-11
7-II.F.	Documentation of Disability.....	7-12
	Family Members Receiving SSA Disability Benefits .....	7-13
	Family Members Not Receiving SSA Disability Benefits .....	7-13
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-13
	Overview.....	7-13
	U.S. Citizens and Nationals.....	7-13
	Eligible Immigrants .....	7-14

**Administrative Plan -Table of Contents**

---

**Chapter 7**

**VERIFICATION**

7-II.H.	Verification of Preference Status.....	7-14
<b>PART III:</b>	<b>VERIFYING INCOME AND ASSETS .....</b>	<b>7-16</b>
7-III.A.	Earned Income .....	7-16
	Wages .....	7-16
	Tips .....	7-16
7-III.B.	Business and Self Employment Income .....	7-16
7-III.C.	Periodic Payments and Payments In Lieu of Earnings .....	7-17
	Social Security/SSI Benefits.....	7-17
7-III.D.	Alimony or Child Support .....	7-17
7-III.E.	Assets and Income From Assets .....	7-18
	Assets Disposed of for Less than Fair Market Value .....	7-18
7-III.F.	Net Income From Rental Property.....	7-18
7-III.G.	Retirement Accounts .....	7-18
7-III.H.	Income From Excluded Sources .....	7-19
7-III.I.	Zero Annual Income Status .....	7-19
7-III.J.	Student Financial Assistance .....	7-20
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-21
<b>PART IV:</b>	<b>VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>7-22</b>
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-22
	Dependent Deduction .....	7-22
	Elderly/Disabled Family Deduction .....	7-22
7-IV.B.	Medical Expense Deduction .....	7-22
	Amount of Expense .....	7-22
	Eligible Household .....	7-23
	Qualified Expenses .....	7-23
	Unreimbursed Expenses .....	7-23
	Expenses Incurred in Past Years.....	7-23
7-IV.C.	Disability Assistance Expenses .....	7-23
	Amount of Expense .....	7-23
	Family Member is a Person with Disabilities.....	7-24
	Family Member(s) Permitted to Work .....	7-24
	Unreimbursed Expenses .....	7-24
7-IV.D.	Child Care Expenses.....	7-25
	Eligible Child.....	7-25
	Unreimbursed Expense.....	7-25
	Pursuing an Eligible Activity .....	7-25
	Allowable Type of Child Care.....	7-26
	Reasonableness of Expenses.....	7-26
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-27

**Administrative Plan -Table of Contents**

---

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

[24 CFR 982 Subpart I and 24 CFR 982.507]

INTRODUCTION .....	8-1
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 .....	8-3
Thermal Environment [HCV GB p.10-7] .....	8-3
Clarifications of HUD Requirements .....	8-3
8-I.C. Life-Threatening Conditions [24 CFR 982.404(a); FR Notice 1/18/17] .....	8-5
8-I.D. Owner and Family Responsibilities [24 CFR 982.404] .....	8-7
Family Responsibilities .....	8-7
Owner Responsibilities .....	8-7
8-I.E. Special Requirements for Children with Elevated Blood Lead Level [24 CFR 35.1225; FR Notice 1/13/17; Notice PIH 2017-13] .....	8-7
8-I.F. Violation of HQS Space Standards [24 CFR 982.401, 24 CFR 982.403] .....	8-7
PART II: THE INSPECTION PROCESS .....	8-9
8-II.A. Overview [24 CFR 982.405] .....	8-9
Types of Inspections .....	8-9
Inspection of PHA-Owned Units [24 CFR 982.352(b)] .....	8-9
Inspection Costs [Notice PIH 2016-05] .....	8-9
Notice and Scheduling .....	8-10
Owner and Family Inspection Attendance .....	8-10
8-II.B. Initial HQS Inspection [24 CFR 982.401(a)] .....	8-10
Initial Inspections [FR Notice 1/18/17] .....	8-10
Timing of Initial Inspections .....	8-10
Inspection Results and Reinspections .....	8-11
Utilities .....	8-11
Appliances [Form HUD-52580] .....	8-11
8-II.C. Annual/Biennial HQS Inspections [24 CFR 982.405 and 982.406; Notice PIH 2016-05] .....	8-12
Scheduling the Inspection .....	8-12
8-II.D. Special Inspections [24 CFR 982.405(g)] .....	8-12
8-II.E. Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32] .....	8-12

**Administrative Plan -Table of Contents**

---

**Chapter 8**

**HOUSING QUALITY STANDARDS AND RENT REASONABLENESS**

**DETERMINATIONS**

8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-12
	Notification of Corrective Actions .....	8-12
	Extensions.....	8-13
	Reinspections.....	8-13
8-II.G.	Enforcing Owner Compliance .....	8-14
	HAP Abatement.....	8-14
	HAP Contract Termination.....	8-14
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-14
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-15
8-III.A.	Overview.....	8-15
	PHA-Owned Units [24 CFR 982.352(b)].....	8-15
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-15
	Owner-Initiated Rent Determinations.....	8-15
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-15
	LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)] .....	8-16
8-III.C.	How Comparability Is Established .....	8-16
	Factors to Consider .....	8-16
	Units that Must Not be Used as Comparables .....	8-16
	Rents Charged for Other Units on the Premises.....	8-17
8-III.D.	PHA Rent Reasonableness Methodology .....	8-17
	How Market Data Is Collected .....	8-17
	How Rents Are Determined.....	8-17
Exhibit 8-1:	Overview of HUD Housing Quality Standards .....	8-18
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality .....	8-20

**Administrative Plan -Table of Contents**

---

**Chapter 9**

**GENERAL LEASING POLICIES**

INTRODUCTION .....	9-1
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 .....	9-4
Ineligible Units [24 CFR 982.352(a)] .....	9-4
PHA-Owned Units [24 CFR 982.352(b)] .....	9-4
Special Housing Types [24 CFR 982 Subpart M] .....	9-5
Duplicative Assistance [24 CFR 982.352(c)] .....	9-5
Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] .....	9-5
Unit Size .....	9-6
Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507] .....	9-6
Rent Burden [24 CFR 982.508] .....	9-6
9-I.E. Lease and Tenancy Addendum .....	9-6
Lease Form and Tenancy Addendum [24 CFR 982.308] .....	9-6
Lease Information [24 CFR 982.308(d)] .....	9-7
Term of Assisted Tenancy .....	9-7
Security Deposit [24 CFR 982.313 (a) and (b)] .....	9-7
Separate Non-Lease Agreements between Owner and Tenant .....	9-8
PHA Review of Lease .....	9-8
9-I.F. Tenancy Approval [24 CFR 982.305] .....	9-9
9-I.G. HAP Contract Execution [24 CFR 982.305] .....	9-10
9-I.H. Changes in Lease or Rent [24 CFR 982.308] .....	9-11

**Administrative Plan -Table of Contents**

---

**Chapter 10**

**MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**

INTRODUCTION .....	10-1
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)] .....	10-5
PART II: PORTABILITY .....	10-6
10-II.A. Overview.....	10-6
10-II.B. Initial PHA Role .....	10-7
Allowable Moves under Portability.....	10-7
Determining Income Eligibility .....	10-8
Reexamination of Family Income and Composition .....	10-8
Briefing .....	10-9
Voucher Issuance and Term .....	10-9
Voucher Extensions and Expiration .....	10-10
Preapproval Contact with the Receiving PHA .....	10-10
Initial Notification to the Receiving PHA .....	10-10
Sending Documentation to the Receiving PHA .....	10-10
Initial Billing Deadline [Notice PIH 2016-09] .....	10-11
Monthly Billing Payments [Notice PIH 2016-09].....	10-12
Annual Updates of Form HUD-50058 .....	10-12
Denial or Termination of Assistance [24 CFR 982.355(c)(17)]... ..	10-13
10-II.C. Receiving PHA Role.....	10-13
Responding to Initial PHA’s Request [24 CFR 982.355(c)] .....	10-13
Initial Contact with Family .....	10-13
Briefing .....	10-14
Income Eligibility and Reexamination .....	10-14
Voucher Issuance.....	10-14
Notifying the Initial PHA .....	10-15
Administering a Portable Family’s Voucher .....	10-16
Absorbing a Portable Family .....	10-18

**Administrative Plan -Table of Contents**

---

**Chapter 11**  
**REEXAMINATIONS**

INTRODUCTION .....	11-1
PART I: ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
11-I.A. Overview.....	11-1
11-I.B. Streamlined Annual Reexaminations [24 CFR 982.516(b)].....	11-1
11-I.C. Scheduling Annual Reexaminations.....	11-2
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)].....	11-5
11-I.F. Effective Dates.....	11-6
PART II: INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-7
11-II.A. Overview.....	11-7
11-II.B. Changes In Family and Household Composition .....	11-7
New Family Members <u>Not</u> Requiring PHA Approval .....	11-7
New Family and Household Members Requiring Approval .....	11-8
Departure of a Family or Household Member.....	11-9
11-II.C. Changes Affecting Income or Expenses.....	11-10
PHA-Initiated Interim Reexaminations .....	11-10
Family-Initiated Interim Reexaminations.....	11-11
11-II.D. Processing the Interim Reexamination .....	11-13
Method of Reporting.....	11-13
Effective Dates.....	11-13
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:	<b>  </b> GROUND S FOR TERMINATION OF ASSISTANCE .....	12-1
	12-I.A. Overview.....	12-1
	12-I.B. Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
	12-I.C. Family Chooses to Terminate Assistance.....	12-2
	12-I.D. Mandatory Termination of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)].....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)] .....	12-3
	Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2012-10] .....	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)].....	12-3
	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 2010-3].....	12-4
	12-I.E. Mandatory Policies and Other Authorized Terminations.....	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-4
	Use of Illegal Drugs and Alcohol Abuse .....	12-4
	Drug-Related and Violent Criminal Activity [24 CFR 5.100] .....	12-5
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c)].....	12-6
	Family Absence from the Unit [24 CFR 982.312] .....	12-7
	Insufficient Funding [24 CFR 982.454] .....	12-7
PART II:	<b>  </b> APPROACH TO TERMINATION OF ASSISTANCE.....	12-8
	12-II.A. Overview.....	12-8
	12-II.B. Method of Termination [24 CFR 982.552(a)(3)] .....	12-8
	12-II.C. Alternatives to Termination of Assistance .....	12-8
	Change in Household Composition.....	12-8
	Repayment of Family Debts .....	12-8
	12-II.D. Criteria for Deciding to Terminate Assistance .....	12-9
	Evidence .....	12-9
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)] .....	12-9
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	12-10
	12-II.E. Terminations Related to Domestic Violence, Dating Violence, Sexual Assault or Stalking.....	12-11
	VAWA Protections against Terminations .....	12-11

**Administrative Plan -Table of Contents**

---

**Chapter 12**

**TERMINATION OF ASSISTANCE AND TENANCY**

Limitations on VAWA Protections  
[24 CFR 5.2005(d) and (e)] ..... 12-11  
Documentation of Abuse [24 CFR 5.2007]..... 12-12  
Terminating the Assistance of a Domestic  
Violence Perpetrator ..... 12-13  
12-II.F. Termination Notice..... 12-14  
PART III: TERMINATION OF TENANCY BY THE OWNER..... 12-15  
12-III.A. Overview..... 12-15  
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]..... 12-15  
    Serious or Repeated Lease Violations ..... 12-15  
    Violation of Federal, State, or Local Law ..... 12-15  
    Criminal Activity or Alcohol Abuse..... 12-16  
    Other Good Cause..... 12-16  
12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A,  
Tenancy Addendum] ..... 12-17  
12-III.D. Deciding Whether to Terminate Tenancy  
[24 CFR 982.310(h), 24 CFR 982.310(h)(4)]..... 12-17  
12-III.E. Effect of Tenancy Termination on the Family’s Assistance ..... 12-18  
Exhibit 12-1: Statement of Family Obligations..... 12-19

**Administrative Plan -Table of Contents**

---

**Chapter 13**  
**OWNERS**

INTRODUCTION ..... 13-1

PART I: OWNERS IN THE HCV PROGRAM ..... 13-2

    13-I.A. Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6] ..... 13-2

        Recruitment..... 13-2

        Retention..... 13-2

    13-I.B. Basic HCV Program Requirements ..... 13-3

    13-I.C. Owner Responsibilities [24 CFR 982.452]..... 13-4

    13-I.D. Owner Qualifications..... 13-6

        Owners Barred from Participation [24 CFR 982.306(a) and (b)]... 13-6

        Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] ..... 13-6

        Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] ..... 13-6

        Owner Actions That May Result in Disapproval of a  
        Tenancy Request [24 CFR 982.306(c)] ..... 13-8

        Legal Ownership of Unit ..... 13-9

    13-I.E. Non-Discrimination [HAP Contract – Form HUD-52641] ..... 13-9

PART II: HAP CONTRACTS..... 13-10

    13-II.A. Overview..... 13-10

    13-II.B. HAP Contract Contents ..... 13-10

    13-II.C. HAP Contract Payments ..... 13-12

        General..... 13-12

        Owner Certification of Compliance..... 13-12

        Late HAP Payments [24 CFR 982.451(a)(5)] ..... 13-13

        Termination of HAP Payments [24 CFR 982.311(b)]..... 13-13

    13-II.D. Breach of HAP Contract [24 CFR 982.453]..... 13-14

    13-II.E. HAP Contract Term and Terminations..... 13-15

    13-II.F. Change In Ownership / Assignment of the HAP Contract  
    [HUD-52641]..... 13-17

**Administrative Plan -Table of Contents**

---

**Chapter 14**  
**PROGRAM INTEGRITY**

INTRODUCTION .....	14-1
PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE .....	14-2
14-I.A. Preventing Errors and Program Abuse .....	14-2
14-I.B. Detecting Errors and Program Abuse .....	14-3
Quality Control and Analysis of Data .....	14-3
Independent Audits and HUD Monitoring .....	14-3
Individual Reporting of Possible Errors and Program Abuse .....	14-3
14-I.C. Investigating Errors and Program Abuse.....	14-4
When the PHA Will Investigate .....	14-4
Consent to Release of Information [24 CFR 982.516] .....	14-4
Analysis and Findings.....	14-4
Consideration of Remedies.....	14-4
Notice and Appeals.....	14-5
PART II: CORRECTIVE MEASURES AND PENALTIES .....	14-6
14-II.A. Subsidy Under- or Overpayments .....	14-6
Corrections.....	14-6
Reimbursement .....	14-6
14-II.B. Family-Caused Errors and Program Abuse .....	14-6
Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13] ....	14-6
PHA Reimbursement to Family [HCV GB p. 22-12].....	14-6
Prohibited Actions .....	14-7
Penalties for Program Abuse .....	14-7
14-II.C. Owner-Caused Error or Program Abuse.....	14-8
Owner Reimbursement to the PHA .....	14-8
Prohibited Owner Actions .....	14-8
Remedies and Penalties .....	14-9
14-II.D. PHA-Caused Errors or Program Abuse.....	14-9
Repayment to the PHA .....	14-9
PHA Reimbursement to Family or Owner .....	14-9
Prohibited Activities .....	14-9
14-II.E. Criminal Prosecution .....	14-10
14-II.F. Fraud and Program Abuse Recoveries .....	14-10

## Administrative Plan -Table of Contents

---

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

INTRODUCTION .....	15-1
PART I: SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605].....	15-2
15-I.A. Overview.....	15-2
15-I.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-2
15-I.C. Housing Quality Standards (HQS) .....	15-2
PART II: CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-3
15-II.A. Overview.....	15-3
15-II.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-3
15-II.C. Housing Quality Standards .....	15-3
PART III: GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4] .....	15-4
15-III.A. Overview.....	15-4
15-III.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-4
15-III.C. Housing Quality Standards .....	15-5
PART IV: SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-6
15-IV.I. Overview.....	15-6
15-IV.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-6
15-IV.C. Housing Quality Standards .....	15-7
PART V: COOPERATIVE HOUSING [24 CFR 982.619].....	15-8
15-V.A. Overview.....	15-8
15-V.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-8
15-V.C. Housing Quality Standards .....	15-8
PART VI: MANUFACTURED HOMES [24 CFR 982.620 through 982.624; FR Notice 1/18/17].....	15-9
15-VI.A. Overview.....	15-9
15-VI.B. Special Policies for Manufactured Home Owners	
Who Lease A Space.....	15-9
Family Income .....	15-9
Lease and HAP Contract .....	15-9
15-VI.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 1/18/17].....	15-9
Payment Standards.....	15-9
Utility Allowance.....	15-9
Space Rent .....	15-9
Amortization Costs .....	15-10
Housing Assistance Payment.....	15-10
Rent Reasonableness .....	15-10
15-VI.D. Housing Quality Standards .....	15-10

**Administrative Plan -Table of Contents**

---

**Chapter 15**  
**SPECIAL HOUSING TYPES**

PART VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643].....	15-11
15-VII.A. Overview [24 CFR 982.625] .....	15-11
15-VII.B. Family Eligibility [24 CFR 982.627].....	15-12
15-VII.C. Selection of Families [24 CFR 982.626] .....	15-13
15-VII.D. Eligible Units [24 CFR 982.628].....	15-14
15-VII.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629] .....	15-15
15-VII.F. Homeownership Counseling [24 CFR 982.630] .....	15-15
15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631].....	15-16
Home Inspections .....	15-16
Contract of Sale .....	15-17
Disapproval of a Seller .....	15-17
15-VII.H. Financing [24 CFR 982.632] .....	15-17
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] .....	15-18
15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634].....	15-18
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635] .....	15-19
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553].....	15-21
15-VII.M. Moving with Continued Assistance [24 CFR 982.637].....	15-21
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638].....	15-22

**Administrative Plan -Table of Contents**

---

**Chapter 16**  
**PROGRAM ADMINISTRATION**

INTRODUCTION .....	16-1
PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155] .....	16-2
PART II: SETTING PROGRAM STANDARDS AND SCHEDULES .....	16-3
16-II.A. Overview.....	16-3
16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-3
Updating Payment Standards.....	16-4
Exception Payment Standards [982.503(c)] .....	16-5
Unit-by-Unit Exceptions [24 CFR 982.503(b), 24 CFR 982.505(d), Notice PIH 2010-26] .....	16-5
"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-5
Decreases in the Payment Standard below the Basic Range [24 CFR 982.503(d)] .....	16-6
16-II.C. Utility Allowances [24 CFR 982.517].....	16-6
Air Conditioning.....	16-6
Reasonable Accommodation .....	16-7
Utility Allowance Revisions.....	16-7
PART III: INFORMAL REVIEWS AND HEARINGS .....	16-8
16-III.A. Overview.....	16-8
16-III.B. Informal Reviews.....	16-8
Decisions Subject to Informal Review .....	16-8
Notice to the Applicant [24 CFR 982.554(a)] .....	16-9
Scheduling an Informal Review .....	16-9
Informal Review Procedures [24 CFR 982.554(b)] .....	16-9
Informal Review Decision [24 CFR 982.554(b)] .....	16-9
16-III.C. Informal Hearings for Participants [24 CFR 982.555] .....	16-10
Decisions Subject to Informal Hearing.....	16-10
Informal Hearing Procedures.....	16-11
16-III.D. Hearing and Appeal Provisions for Noncitizens [24 CFR 5.514] .....	16-17
Notice of Denial or Termination of Assistance [24 CFR 5.514(d)] .....	16-17
USCIS Appeal Process [24 CFR 5.514(e)].....	16-18
Informal Hearing Procedures for Applicants [24 CFR 5.514(f)] .....	16-18
Informal Hearing Procedures for Residents [24 CFR 5.514(f)] .....	16-20
Retention of Documents [24 CFR 5.514(h)] .....	16-20

**Administrative Plan -Table of Contents**

---

**Chapter 16**

**PROGRAM ADMINISTRATION**

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA .....	16-21
	16-IV.A. Overview.....	16-21
	16-IV.B. Repayment Policy.....	16-21
	Owner Debts to the PHA .....	16-21
	Family Debts to the PHA.....	16-21
	Repayment Agreement [24 CFR 792.103] .....	16-22
	General Repayment Agreement Guidelines for Families.....	16-22
	Repayment Agreements Involving Improper Payments.....	16-23
PART V:	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) .....	16-25
	16-V.A. Overview.....	16-25
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-25
	HUD Verification Method.....	16-25
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-26
	SEMAP Indicators Chart .....	16-26
PART VI:	RECORD KEEPING .....	16-30
	16-VI.A. Overview.....	16-30
	16-VI.B. Record Retention [24 CFR 982.158].....	16-30
	16-VI.C. Records Management .....	16-31
	Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-31
	Upfront Income Verification (UIV) Records .....	16-31
	Criminal Records.....	16-32
	Medical/Disability Records .....	16-32
	Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking .....	16-32
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL .....	16-33
	16-VII.A. Overview.....	16-33
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e) ); Notice PIH 2017-13].....	16-33
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-33
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING .....	16-34
	16-VIII.A. Overview .....	16-34
	16-VIII.B. Methodology .....	16-34

**Administrative Plan -Table of Contents**

---

**Chapter 16**

**PROGRAM ADMINISTRATION**

PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY .....	16-35
16-IX.A. Overview .....	16-35
16-IX.B. Definitions [24 CFR 5.2003] .....	16-35
16-IX.C. Notification [24 CFR 5.2005(a), 42 USC 13925] .....	16-36
Notification to Public.....	16-36
Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)] .....	16-37
Notification to Owners and Managers .....	16-38
16-IX.D. Documentation [24 CFR 5.2007] .....	16-38
Conflicting Documentation [24 CFR 5.2007(e)].....	16-39
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)] .....	16-39
Failure to Provide Documentation [24 CFR 5.2007(c)] .....	16-40
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)].....	16-40
Exhibit 16-1: Sample Notice of Occupancy Rights Under the Violence Against Women Act, Form HUD-5380 .....	16-41
Exhibit 16-2: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, Form HUD-5382 .....	16-46
Exhibit 16-3: Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HCV Version) .....	16-48
Exhibit 16-4: Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 .....	16-51
Exhibit 16-5: Model Owner Notification of Rights and Obligations .....	16-53

## Administrative Plan -Table of Contents

### Chapter 17

#### PROJECT-BASED VOUCHERS

INTRODUCTION .....	17-1
PART I: GENERAL REQUIREMENTS .....	17-2
17-I.A. Overview [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21].....	17-2
Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21].....	17-2
Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17; Notice PIH 2017-21] .....	17-3
17-I.B. Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2] .....	17-3
17-I.C. Relocation Requirements [24 CFR 983.7].....	17-3
17-I.D. Equal Opportunity Requirements [24 CFR 983.8] .....	17-4
PART II: PBV OWNER PROPOSALS .....	17-5
17-II.A. Overview.....	17-5
17-II.B. Owner Proposal Selection Procedures [24 CFR 983.51(b)].....	17-5
Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21].....	17-5
Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)].....	17-6
PHA-Owned Units [24 CFR 983.51(e), 983.59, FR Notice 1/18/17 and Notice PIH 2017-21] .....	17-8
PHA Notice of Owner Selection [24 CFR 983.51(d)].....	17-9
17-II.C. Housing Type [24 CFR 983.52] .....	17-9
17-II.D. Prohibition of Assistance for Certain Units.....	17-10
Ineligible Housing Types [24 CFR 983.53] .....	17-10
Subsidized Housing [24 CFR 983.54] .....	17-10
17-II.E. Subsidy Layering Requirements [24 CFR 983.55, FR Notice 11/24/08, FR Notice 7/9/10, and FR Notice 6/25/14] .....	17-11
17-II.F. Cap On Number of PBV Units in Each Project .....	17-11
25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21] .....	17-11
Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21] .....	17-11
Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21] .....	17-13
Promoting Partially-Assisted Projects [24 CFR 983.56(c)].....	17-13

**Administrative Plan -Table of Contents**

---

**Chapter 17**

**PROJECT-BASED VOUCHERS**

17-II.G.	Site Selection Standards .....	17-14
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-14
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-15
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-15
17-II.H.	Environmental Review [24 CFR 983.58] .....	17-16
<b>PART III:</b>	<b>DWELLING UNITS.....</b>	<b>17-17</b>
17-III.A.	Overview.....	17-17
17-III.B.	Housing Quality Standards [24 CFR 983.101].....	17-17
	Lead-based Paint [24 CFR 983.101(c)] .....	17-17
17-III.C.	Housing Accessibility for Persons with Disabilities .....	17-17
17-III.D.	Inspecting Units .....	17-17
	Pre-selection Inspection [24 CFR 983.103(a)] .....	17-17
	Pre-HAP Contract Inspections [24 CFR 983.103(b)].....	17-17
	Turnover Inspections [24 CFR 983.103(c) ], FR Notice 1/18/17, and Notice PIH 2017-20] .....	17-18
	Annual/Biennial Inspections [24 CFR 983.103(d), FR Notice 6/25/14] .....	17-18
	Other Inspections [24 CFR 983.103(e)] .....	17-18
	Inspecting PHA-Owned Units [24 CFR 983.103(f)].....	17-18
<b>PART IV:</b>	<b>REHABILITATED AND NEWLY CONSTRUCTED UNITS.....</b>	<b>17-19</b>
17-IV.A.	Overview [24 CFR 983.151] .....	17-19
17-IV.B.	Agreement to Enter into HAP Contract.....	17-19
	Content of the Agreement [24 CFR 983.152(d)].....	17-19
	Execution of the Agreement [24 CFR 983.153] .....	17-20
17-IV.C.	Conduct of Development Work.....	17-20
	Labor Standards [24 CFR 983.154(b)] .....	17-20
	Equal Opportunity [24 CFR 983.154(c)].....	17-20
	Owner Disclosure [24 CFR 983.154(d) and (e)] .....	17-20
17-IV.D.	Completion of Housing.....	17-21
	Evidence of Completion [24 CFR 983.155(b)] .....	17-21
	PHA Acceptance of Completed Units [24 CFR 983.156] .....	17-21
<b>PART V:</b>	<b>HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....</b>	<b>17-22</b>
17-V.A.	Overview.....	17-22
17-V.B.	HAP Contract Requirements .....	17-22
	Contract Information [24 CFR 983.203] .....	17-22
	Execution of the HAP Contract [24 CFR 983.204].....	17-23
	Term of HAP Contract [24 CFR 983.205, FR Notice 1/18/17, and Notice PIH 2017-21] .....	17-23

**Administrative Plan -Table of Contents**

---

**Chapter 17**

**PROJECT-BASED VOUCHERS**

	Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206; FR Notice 1/18/17, and Notice PIH 2017-21].....	17-25
	Remedies for HQS Violations [24 CFR 983.208(b)] .....	17-25
17-V.C.	Amendments to the HAP Contract .....	17-26
	Substitution of Contract Units [24 CFR 983.207(a)].....	17-26
	Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21].....	17-26
17-V.D.	HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)] .....	17-26
17-V.E.	Owner Responsibilities Under the HAP [24 CFR 983.210].....	17-27
17-V.F.	Additional HAP Requirements .....	17-28
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)] .....	17-28
	Vacancy Payments [24 CFR 983.352(b)].....	17-28
<b>PART VI:</b>	<b>SELECTION OF PBV PROGRAM PARTICIPANTS</b> .....	<b>17-29</b>
17-VI.A.	Overview.....	17-29
17-VI.B.	Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	17-29
	In-Place Families [24 CFR 983.251(b)] .....	17-29
17-VI.C.	Organization of the Waiting List [24 CFR 983.251(c)].....	17-30
17-VI.D.	Selection From the Waiting List [24 CFR 983.251(c)].....	17-30
	Income Targeting [24 CFR 983.251(c)(6)] .....	17-30
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	17-30
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08] .....	17-31
17-VI.E.	Offer of PBV Assistance .....	17-32
	Refusal of Offer [24 CFR 983.251(e)(3)].....	17-32
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	17-32
	Acceptance of Offer [24 CFR 983.252] .....	17-32
17-VI.F.	Owner Selection of Tenants .....	17-33
	Leasing [24 CFR 983.253(a)] .....	17-33
	Filling Vacancies [24 CFR 983.254(a)].....	17-33
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .....	17-33
17-VI.G.	Tenant Screening [24 CFR 983.255].....	17-43
	PHA Responsibility .....	17-34
	Owner Responsibility .....	17-34
<b>PART VII:</b>	<b>OCCUPANCY</b> .....	<b>17-35</b>
17-VII.A.	Overview.....	17-35
17-VII.B.	Lease [24 CFR 983.256].....	17-35
	Form of Lease [24 CFR 983.256(b)] .....	17-35
	Lease Requirements [24 CFR 983.256(c)] .....	17-35

## Administrative Plan -Table of Contents

### Chapter 17

#### PROJECT-BASED VOUCHERS

Tenancy Addendum [24 CFR 983.256(d)]	17-36
Initial Term and Lease Renewal [24 CFR 983.256(f)]	17-36
Changes in the Lease [24 CFR 983.256(e)]	17-36
Owner Termination of Tenancy [24 CFR 983.257]	17-36
Continuation of Housing Assistance Payments [24 CFR 983.258]	17-37
Security Deposits [24 CFR 983.259]	17-37
17-VII.C. Moves	17-38
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260]	17-38
Family Right to Move [24 CFR 983.261]	17-39
Emergency Transfers under VAWA [Notice PIH 2017-08]	17-40
17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.262]	17-40
PART VIII: DETERMINING RENT TO OWNER	17-43
17-VIII.A. Overview	17-43
17-VIII.B. Rent Limits [24 CFR 983.301]	17-43
Certain Tax Credit Units [24 CFR 983.301(c)]	17-43
Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)]	17-44
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]	17-44
Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)]	17-45
Redetermination of Rent [24 CFR 983.302]	17-45
PHA-Owned Units [24 CFR 983.301(g)]	17-46
17-VIII.C. Reasonable Rent [24 CFR 983.303]	17-47
When Rent Reasonable Determinations Are Required	17-47
How to Determine Reasonable Rent	17-47
PHA-Owned Units	17-47
Owner Certification of Reasonable Rent	17-48
17-VIII.D. Effect of Other Subsidy and Rent Control	17-48
Other Subsidy [24 CFR 983.304]	17-48
Rent Control [24 CFR 983.305]	17-48
PART IX: PAYMENTS TO OWNER	17-49
17-IX.A. Housing Assistance Payments [24 CFR 983.351]	17-49
17-IX.B. Vacancy Payments [24 CFR 983.352]	17-49
17-IX.C. Tenant Rent to Owner [24 CFR 983.353]	17-51
Tenant and PHA Responsibilities	17-51
Utility Reimbursements	17-51
17-IX.D. Other Fees and Charges [24 CFR 983.354]	17-52
Meals and Supportive Services	17-52
Other Charges by Owner	17-52

**Administrative Plan -Table of Contents**

---

**Chapter 18**

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

PART I:	GENERAL REQUIREMENTS .....	18-3
	18-I.A. Overview and History of the RAD Program .....	18-3
	18-I.B. Applicable Regulations.....	18-4
	18-I.C. Tenant-Based Vs. Project-Based Voucher Assistance [24 CFR 983.2] .....	18-6
	18-I.D. Relocation Requirements [Notice PIH 2016-17].....	18-6
	18-I.E. Equal Opportunity Requirements [24 CFR 983.8; Notice PIH 2012-32, REV-3] .....	18-8
PART II:	PBV PROJECT SELECTION .....	18-9
	18-II.A. Overview.....	18-9
	18-II.B. Ownership and Control [Notice PIH 2012-32, REV-3] .....	18-9
	18-II.C. PHA-Owned Units [24 CFR 983.59; FR Notice 1/18/17, and Notice PIH 2017-21].....	18-10
	18-II.D. Subsidy Layering Requirements [Notice PIH 2012-32, REV-3] .....	18-11
	18-II.E. PBV Percentage Limitation [Notice PIH 2012-32, REV-3].....	18-11
	18-II.F. Site Selection Standards [Notice PIH 2012-32, REV-3; Notice PIH 2016-17].....	18-12
	18-II.G. Environmental Review [Notice PIH 2012-32, REV-3].....	18-12
PART III:	DWELLING UNITS.....	18-13
	18-III.A. Overview.....	18-13
	18-III.B. Housing Quality Standards [24 CFR 983.101].....	18-13
	Lead-based Paint [24 CFR 983.101(c)].....	18-13
	18-III.C. Housing Accessibility for Persons with Disabilities .....	18-13
	18-III.D. Inspecting Units.....	18-14
	Initial Inspection [Notice PIH 2012-32, REV-3] .....	18-14
	Turnover Inspections [24 CFR 983.103(c)] .....	18-14
	Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14] .....	18-14
	Other Inspections [24 CFR 983.103(e)] .....	18-14
	Inspecting PHA-Owned Units [24 CFR 983.103(f)] .....	18-15
PART IV:	HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT.....	18-17
	18-IV.A. Overview.....	18-17
	18-IV.B. HAP Contract Requirements .....	18-17
	Contract Information [PBV Quick Reference Guide (10/14)] ....	18-17
	Execution and Effective date of the HAP Contract [RADBlast! 7/11/16] .....	18-17
	Term of HAP Contract [Notice PIH 2012-32, REV-3] .....	18-17
	Agreement to Enter into a HAP (AHAP) Contract [Notice PIH 2012-32, REV-3] .....	18-17
	Mandatory Contract Renewal [Notice PIH 2012-32, REV-3] .....	18-18
	Remedies for HQS Violations [24 CFR 983.208(b)] .....	18-18

**Administrative Plan -Table of Contents**

---

**Chapter 18**

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

18-IV.C. Amendments to the HAP Contract .....	18-19
Floating Units [Notice PIH 2012-32, REV-3] .....	18-19
Reduction in HAP Contract Units [Notice PIH 2012-32, REV-3] .....	18-19
18-IV.D. HAP Contract Year and Anniversary Dates [24 CFR 983.302(e)] ...	18-19
18-IV.E. Owner Responsibilities under the HAP Contract [24 CFR 983.210] .....	18-20
18-IV.F. Vacancy Payments [24 CFR 983.352(b)] .....	18-20
<b>PART V: SELECTION OF PBV PROGRAM PARTICIPANTS .....</b>	<b>18-21</b>
18-V.A. Overview .....	18-21
18-V.B. Prohibited Rescreening of Existing Tenants upon Conversion [Notice PIH 2012-32, REV-3] .....	18-21
18-V.C. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	18-22
18-V.D. Organization of the Waiting List [24 CFR 983.251(c); Notice PIH 2012-32, REV-3] .....	18-23
18-V.E. Selection from the Waiting List [24 CFR 983.251(c)] .....	18-24
Income Targeting [24 CFR 983.251(c)(6); Notice PIH 2012-32, REV-3] .....	18-24
Units with Accessibility Features [24 CFR 983.251(c)(7)] .....	18-24
Preferences [24 CFR 983.251(d); FR Notice 11/24/08; Notice PIH 2012-32, REV-3] .....	18-24
18-V.F. Offer of PBV Assistance .....	18-25
Refusal of Offer [24 CFR 983.251(e)(3)] .....	18-25
Disapproval by Landlord [24 CFR 983.251(e)(2)] .....	18-25
Acceptance of Offer [24 CFR 983.252] .....	18-25
18-V.G. Owner Selection of Tenants .....	18-26
Leasing [24 CFR 983.253(a)] .....	18-26
Filling Vacancies [24 CFR 983.254(a)] .....	18-26
18-V.H. Tenant Screening [24 CFR 983.255] .....	18-27
PHA Responsibility .....	18-27
Owner Responsibility .....	18-27
<b>PART VI: OCCUPANCY .....</b>	<b>18-29</b>
18-VI.A. Overview .....	18-29
18-VI.B. Lease [24 CFR 983.256; Notice PIH 2012-32, REV-3] .....	18-29
Lease Requirements [24 CFR 983.256(c); Notice PIH 2012-32, REV-3] .....	18-29
Tenancy Addendum [24 CFR 983.256(d)] .....	18-29
Initial Term and Lease Renewal [24 CFR 983.256(f); PBV Quick Reference Guide (10/14)] .....	18-30
Changes in the Lease [24 CFR 983.256(e)] .....	18-30
Owner Termination of Tenancy [24 CFR 983.257;	

## Administrative Plan -Table of Contents

### Chapter 18

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

Notice PIH 2012-32, REV-3] .....	18-31
Continuation of Housing Assistance Payments [24 CFR 983.258; Notice PIH 2012-32, REV 3].....	18-32
Security Deposits [24 CFR 983.259; PBV Quick Reference Guide (10/14)].....	18-33
18-VI.C. Public Housing FSS and ROSS Participants [Notice PIH 2012-32, REV-3] .....	18-34
18-VI.D. Resident Participation and Funding [Notice PIH 2012-32, REV-3] .....	18-34
18-VI.E. Moves .....	18-35
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260; Notice PIH 2012-32, REV-3] .....	18-35
Family Right to Move [24 CFR 983.261] .....	18-36
Choice Mobility [Notice PIH 2012-32, REV-3].....	18-37
Turnover Cap .....	18-38
Emergency Transfers under VAWA [Notice PIH 2017-08] .....	18-39
18-VI.F. Reexaminations [PBV Quick Reference Guide (10/14)].....	18-40
18-VI.G. Earned Income Disallowance [Notice PIH 2012-32, REV-3].....	18-40
18-VI.H. Residents' Procedural Rights [Notice PIH 2012-32, REV-3] .....	18-40
18-VI.I. Informal Reviews and Hearings [Notice PIH 2012-32, REV-3] .....	18-41
PART VII: DETERMINING CONTRACT RENT .....	18-43
18-VII.A. Initial Contract Rents [Notice PIH 2012-32, REV-3] .....	18-43
18-VII.B. Adjusting Contract Rents [Notice PIH 2012-32, REV-3; PBV Quick Reference Guide (10/14)].....	18-44
Rent Decrease .....	18-44
18-VII.C. Utility Allowances [Notice PIH 2012-32, REV-3; PBV Quick Reference Guide (10/14); Notice PIH 2018-11] .....	18-45
18-VII.D. Reasonable Rent [24 CFR 983.303] .....	18-46
How to Determine Reasonable Rent.....	18-46
PHA-Owned Units .....	18-46
PART VIII: PAYMENTS TO OWNER .....	18-47
18-VIII.A. Housing Assistance Payments .....	18-47
18-VIII.B. Vacancy Payments [24 CFR 983.352].....	18-48
18-VIII.C. Tenant Rent to Owner [24 CFR 983.353].....	18-49
Tenant and PHA Responsibilities .....	18-49
Utility Reimbursements .....	18-49
18-VIII.D. Phase-In of Tenant Rent Increases [Notice PIH 2012-32, REV-3] .....	18-50
18.VIII.E. Other Fees and Charges [24 CFR 983.354] .....	18-50
Meals and Supportive Services.....	18-50
Other Charges by Owner .....	18-50