

Chapter 1
OVERVIEW OF THE PROGRAM AND PLAN

PART I	THE AHA.....	1-1
1-1A	Overview	1-1
1-1B	Organization and Structure of the AHA	1-1
1-1C	AHA Mission.....	1-2
1-1D	The AHA's Programs.....	1-2
1-1E	The AHA's Commitment to Ethics and Service	1-2
PART II	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM	1-3
1-IIA	Overview and History of the Program.....	1-4
1-IIB	HCV Program Basics.....	1-5
1-IIC	The HCV Partnerships.....	1-6
The HCV Relationships.....	1-7	
What does HUD do?	1-8	
What does the AHA do?.....	1-8	
What does the Owner do?	1-8	
What does the Family do?	1-9	
1-IID	Applicable Regulations.....	1-10
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 (24 CFR 282.54)	1-10
1-III C	Organization of the Plan	1-12
1-III D	Updating and Revising the Plan	1-12

Chapter 2
FAIR HOUSING AND EQUAL OPPORTUNITY

PART 1	NONDISCRIMINATION.....	2-1
2-IA	Overview	2-1
2-IB	Nondiscrimination..... Providing Information to Families and Owners..... Discrimination Complaints.....	2-2 2-3 2-3
PART II	POLICIES RELATED TO PERSONS WITH DISABILITIES	2-4
2-IIA	Overview	2-4
2-IIB	Definition of Reasonable Accommodation..... Types of Reasonable Accommodations.....	2-4 2-4
2-IIC	Request for an Accommodation	2-5
2-IID	Verification of Disability	2-5
2-IIIE	Approval/Denial of a Requested Accommodation	2-6
	[Joint Statement of the Department of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]	
2-IIIF	Program Accessibility for Persons with Hearing/Vision Impairments .	2-7
2-IIG	Physical Accessibility.....	2-7
2-IIH	Denial or Termination of Assistance	2-8
PART III	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-8
2-III A	Overview	2-8
2-III B	Oral Interpretation.....	2-9
2-III C	Written Translation	2-10
2-III D	Implementation Plan.....	2-10
EXHIBITS		
2-1	Definition of a Person with a Disability	2-14
	Under Federal Civil Rights Laws	
	[24 CFR Parts 8.3, 25.104, and 100.201]	

**Chapter 3
ELIGIBILITY**

PART I	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS	3-1
3-IA	Overview	3-1
3-IB	Family and Household.....	3-2
	Family	3-2
	Household.....	3-2
3-IC	Family Break-up and Remaining Member of Tenant Family.....	3-2
	Family Break-up.....	3-2
	Remaining Member of a Tenant Family	3-3
3-ID	Head of Household.....	3-3
3-IE	Spouse, Cohead, and Other Adult.....	3-4
3-IF	Dependent.....	3-4
	Joint Custody of Dependents	3-4
3-IG	Full-time Student	3-4
3-IH	Elderly and Near-elderly Persons, and Elderly Family.....	3-5
	Elderly	3-5
	Near-elderly Persons	3-5
	Elderly Family.....	3-5
3-II	Persons with Disabilities and Disabled Family	3-5
	Persons with Disabilities	3-5
	Disabled Family.....	3-5
3-IJ	Guests.....	3-6
3-IK	Foster Children and Foster Adults	3-6
3-IL	Absent Family Members.....	3-6
	Definitions of Temporarily and Permanently Absent	3-6
	Absent Students.....	3-7
	Absences due to Placement in Foster Care	3-7
	Absent Head, Spouse, or Cohead.....	3-7
	Family Members Permanently Confined for Medical Reasons....	3-7
	Return of Permanently Absent Family Members.....	3-7
3-IM	Live-in Aide.....	3-7
PART II	BASIC ELIGIBILITY CRITERIA.....	3-9
3-IIA	Income Eligibility and Targeting.....	3-9
	Income Limits.....	3-9
	Types of Low-Income Families.....	3-9
	Using Income Limits for Eligibility	3-10
	Using Income Limits for Targeting.....	3-10
3-IIB	Citizenship or Eligible Immigration Status	3-11
	Declaration.....	3-11
	U.S. Citizens and Nationals	3-11
	Eligible Noncitizens	3-11
	Ineligible Noncitizens	3-12
	Mixed Families	3-12
	Ineligible Families.....	3-12

Administrative Plan – Table of Contents

	Timeframe for Determination of Citizenship Status	3-12
3-IIC	Social Security Numbers	3-13
3-IID	Family Consent to Release of Information.....	3-13
3-IIIE	Students Enrolled in Institutions of Higher Education	3-14
	Definitions	3-14
	Dependent Child	3-14
	Independent Student.....	3-14
	Institution of Higher Education	3-15
	Parents.....	3-16
	Veteran	3-16
	Determining Student Eligibility.....	3-16
	Determining Parental Income Eligibility.....	3-16
PART III	DENIAL OF ASSISTANCE.....	3-17
3-IIIA	Overview	3-17
	Forms of Denial.....	3-17
	Prohibited Reasons for Denial of Assistance	3-17
3-IIIB	Mandatory Denial of Assistance	3-18
3-IIIC	Other Permitted Reasons for Denial of Assistance.....	3-18
	Criminal Activity.....	3-18
	Previous Behavior in Assisted Housing.....	3-19
3-IIID	Screening	3-20
	Screening for Eligibility.....	3-20
	Screening for Suitability as a Tenant.....	3-21
3-IIIE	Criteria for Deciding to Deny Assistance	3-22
	Evidence	3-22
	Consideration of Circumstances	3-22
	Removal of a Family Member's Name from the Application.....	3-23
	Reasonable Accommodation	3-23
3-IIIF	Notice of Eligibility or Denial	3-23
	Eligible for Assistance	3-23
3-IIIG	Prohibition against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking	3-24
	Notification and Victim Documentation.....	3-24
	Perpetrator Removal or Documentation of Rehabilitation	3-25
	AHA Confidentiality Requirements	3-25
EXHIBITS: DEFINITIONS		
3-1	Detailed - Related to Disabilities.....	3-27
	Persons with Disabilities	3-27
	Individual with Handicaps.....	3-28
3-2	Institution of Higher Education.....	3-29
	Eligibility of Students for Assisted Housing under Section 8...;	
	Supplementary Guidance.....	3-29
3-3	Violence Against Women Reauthorization Act of 2005	3-36

Chapter 4
APPLICATIONS, WAITING LISTS AND TENANT SELECTION

PART I THE APPLICATION PROCESS.....	4-1
4-IA Overview	4-1
4-IB Applying for Assistance	4-2
4-IC Accessibility of the Application Process.....	4-3
Elderly and Disabled Populations.....	4-3
Limited English Proficiency	4-3
4-ID Placement on Waiting List(s)	4-3
Ineligible for Placement on Waiting List(s)	4-4
Eligible for Placement on Waiting List(s).....	4-4
PART II MANAGING THE WAITING LISTS.....	4-4
4-IIA Overview	4-4
4-IIB Organization of the Waiting Lists.....	4-4
4-IIC Opening and Closing the Waiting Lists.....	4-5
Closing the Waiting Lists.....	4-5
Reopening the Waiting Lists.....	4-6
Fair Housing and Equal Opportunity.....	4-7
4-IID Family Outreach	4-7
4-IIE Reporting Changes in Family Circumstances.....	4-8
4-IIF Updating the Waiting Lists.....	4-8
Purging the Waiting Lists	4-8
Removal from the Waiting Lists.....	4-8
PART III SELECTION FOR ASSISTANCE.....	4-9
4-III A Overview	4-9
4-III B Selection and HCV Funding Sources	4-9
Special Admissions	4-9
Targeted Funding.....	4-9
Regular HCV Funding	4-10
4-III C Selection Method.....	4-10
Local Preferences and Point Values	4-11
Order of Selection	4-15
4-III D Notification of Selection	4-15
4-III E The Application Interview	4-15
4-III F Completing the Application Process	4-17

Chapter 5
BRIEFINGS AND VOUCHER ISSUANCE

PART I	BRIEFINGS AND FAMILY OBLIGATIONS	5-1
5-IA	Overview	5-1
5-IB	Briefing	5-1
Notification and Attendance	5-2	
Oral Briefing	5-2	
Briefing Packet.....	5-3	
Additional Items to be Included in the Briefing Packet	5-4	
5-IC	Family Obligations.....	5-4
Time Frames for Reporting Changes	5-4	
	
PART II	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-6
5-IIA	Overview	5-6
5-IIB	Determining Family Unit (Voucher) Size.....	5-7
Overcrowded Units.....	5-8	
5-IIC	Exceptions to Subsidy Standards.....	5-8
5-IID	Voucher Issuance.....	5-9
Voucher Issuance	5-9	
Voucher Rescission	5-9	
5-IIE	Voucher Term, Extensions, and Suspensions.....	5-10
Voucher Term	5-10	
Extensions of Voucher Term	5-10	
Suspensions of Voucher Term.....	5-11	
Expiration of Voucher Term.....	5-11	

Chapter 6
INCOME AND SUBSIDY DETERMINATIONS

PART I ANNUAL INCOME	6-1
6-IA Overview	6-1
6-IB Household Composition and Income	6-2
Summary of Income included and excluded by Person	6-2
Temporarily Absent Family Members.....	6-2
Absent Students.....	6-2
Absent Due to Placement in Foster Care.....	6-3
Absent Head, Spouse, or Cohead.....	6-3
Family Members Permanently Confined for Medical Reasons.....	6-3
Joint Custody of Dependents	6-3
6-IC Anticipating Annual Income	6-4
Basis of Annual Income Projection.....	6-4
Using Up-Front Income Verification (UIV) to Project Income	6-4
No Substantial Difference.....	6-5
Substantial Difference.....	6-5
6-ID Earned Income	6-6
Types of Earned Income Included in Annual Income	6-6
Types of Earned Income Not Counted in Annual Income	6-6
6-IE Earned Income Disallowance for Persons with Disabilities	6-8
Eligibility	6-8
Calculation of the Disallowance	6-8
6-IF Business Income	6-9
Business Expenses.....	6-9
Business Expansion.....	6-9
Capital Indebtedness	6-10
Negative Business Income.....	6-10
Withdrawal of Cash or Assets from a Business.....	6-10
Co-owned Businesses	6-10
6-IG Assets.....	6-10
Overview	6-10
General Policies	6-11
Income from Assets	6-11
Valuing Assets	6-11
Lump-sum Receipts.....	6-11
Imputing Income from Assets	6-11
Determining Actual Anticipated Income from Assets	6-12
Withdrawal of Cash or Liquidation of Investments	6-12
Jointly Owned Assets	6-12
Assets Disposed of for Less than Fair Market Value	6-12
Types of Assets.....	6-13
Checking and Savings Accounts	6-13
Investment Accounts (e.g., Stocks, Bonds, etc.).....	6-13
Equity in Real Property or Other Capital Investments.....	6-14
Trusts.....	6-15

Administrative Plan – Table of Contents

	Retirement Accounts	6-15
	Personal Property.....	6-15
	Life Insurance	6-16
6-IH	Period Payments	6-16
	Periodic Payments Included in Annual Income	6-16
	Lump-sum Payments for the Delayed Start of a Periodic Pmt ...	6-16
	Periodic Payments Excluded from Annual Income.....	6-16
6-II	Payments in Lieu of Earnings.....	6-17
6-IJ	Welfare Assistance.....	6-17
	Overview	6-17
	Sanctions Resulting in the Reduction of Welfare Benefits	6-17
	Covered Families.....	6-18
	Imputed Income	6-18
	Offsets	6-18
6-IK	Period and Determinable Allowances.....	6-18
	Alimony and Child Support.....	6-18
	Regular Contributions or Gifts.....	6-19
6-IL	Student Financial Assistance	6-19
	Student Financial Assistance Included in Annual Income	6-19
	Student Financial Assistance Excluded in Annual Income	6-20
6-IM	Additional Exclusions from Annual Income.....	6-20
 PART II	ADJUSTED INCOME	6-22
6-IIA	Introduction.....	6-22
	Overview	6-22
	Anticipating Expenses	6-23
6-IIB	Dependent Deduction.....	6-23
6-IIC	Elderly or Disabled Family Deduction.....	6-23
6-IID	Medical Expenses Deduction	6-23
	Definition of Medical Expenses	6-24
	Summary of Allowable Medical Expenses from IRS (Pub 502)..	6-24
	Qualifying for Medical & Disability Assistance Expenses	6-24
6-IIE	Disability Assistance Expenses Deduction	6-24
	Earned Income Limit on Disability Assistance Expense Deduct.	6-25
	Eligible Disability Expenses	6-25
	Eligible Auxiliary Apparatus.....	6-25
	Eligible Attendant Care	6-25
	Payments to Family Members.....	6-26
	Necessary and Reasonable Expenses	6-26
	Qualifying for Medical & Disability Assistance Expenses	6-26
6-IIF	Child Care Expense Deduction	6-26
	Clarifying the Meaning of Child for this Deduction.....	6-27
	Qualifying Who is Enabled to Pursue an Eligible Activity	6-27
	Determining Who is Enabled to Pursue an Elig. Activity.....	6-27
	Seeking Work	6-27
	Furthering Education	6-27
	Being Gainfully Employed.....	6-27

Administrative Plan – Table of Contents

Earned Income Limit on Child Care Expense Deduction	6-27
Eligible Child Care Activities.....	6-28
Allowable Child Care Activities	6-28
Necessary and Reasonable Costs.....	6-28
PART III CALCULATING FAMILY SHARE AND AHA SUBSIDY	6-29
6-IIIA Overview of Rent and Subsidy Calculations.....	6-29
TTP Formula	6-29
Family Share	6-29
AHA Subsidy	6-29
Utility Reimbursement	6-30
6-IIIB Financial Hardships Affecting Minimum Rent	6-30
6-IIIC Applying Payment Standards	6-30
Overview	6-30
Changes in Payment Standards.....	6-31
Reasonable Accommodation	6-31
6-IIID Applying Utility Allowances	6-32
Overview	6-32
Reasonable Accommodation	6-32
Utility Allowance Revisions	6-32
6-IIIE Pro-rated Assistance for Mixed Families	6-32

EXHIBITS

6-1	Annual Income Inclusions.....	6-36
	HHS Definition of “Assistance”	6-36
6-2	Annual Income Exclusions	6-36
	Sources of Income Excluded by Federal Statute from consideration As Income for Purposes of Determining Eligibility or Benefits	6-37
6-3	Treatment of Family Assets.....	6-40
6-4	Earned Income Disallowance for Persons with Disabilities	6-41
6-5	The Effect of Welfare Benefit Reduction.....	6-43

**Chapter 7
VERIFICATION**

INTRODUCTION.....	7-1
PART I GENERAL VERIFICATION REQUIREMENTS	7-1
7-IA Family Consent to Release of Information.....	7-1
Consent Forms.....	7-1
Penalties for Failing to Consent	7-2
7-IB Overview of Verification Requirements.....	7-2
HUD's Verification Hierarchy.....	7-2
Requirements for Acceptable Documents	7-2
File Documentation	7-3
7-IC Up-Front Income Verification (UIV).....	7-3
Definition of Substantial Difference	7-3
When No Substantial Difference Exists.....	7-3
When a Substantial Difference Exists	7-3
Use of HUD's Enterprise Income Verification (EIV) System.....	7-4
EIV Income Reports	7-4
Income Discrepancy Report (IDR).....	7-4
EIV Identify Verification.....	7-5
7-ID Third-Party Written and Oral Verification.....	7-5
Reasonable Effort and Timing.....	7-6
When Third-Party Information is Late.....	7-6
When Third-Party Verification is Not Required.....	7-6
Certain Assets and Expenses	7-6
7-IE Self Declaration	7-7
PART II VERIFYING FAMILY INFORMATION	7-7
7-IIA Verification of Legal Identity	7-7
7-IIB Social Security Numbers	7-8
7-IIC Documentation of Age	7-9
7-IID Family Relationships	7-9
Separation or Divorce	7-10
Absence of Adult Member	7-10
Foster Children and Foster Adults.....	7-10
7-IIE Verification of Student Status	7-10
Restrictions on Assistance to Students Enrolled	7-10
in Institutions of Higher Education	
Independent Student.....	7-11
7-IIF Documentation of Disability	7-11
Family Members Receiving SSA Disability Benefits.....	7-12
Family Members Not Receiving SSA Disability Benefits	7-12
7-IIG Citizenship or Eligible Immigration Status	7-12
Overview	7-12
U.S. Citizens and Nationals	7-13

Administrative Plan – Table of Contents

Eligible Immigrants.....	7-13
Documents Required	7-13
AHA Verification.....	7-13
7-IIH Verification of Preference Status	7-13
 PART III VERIFYING INCOME AND ASSETS.....	7-14
7-IIIA Earned Income	7-14
Tips	7-14
7-IIIB Business and Self-employment Income	7-14
7-IIIC Periodic Payments and Payments in Lieu of Earnings	7-15
Social Security/SSI Benefits.....	7-15
7-IIID Alimony or Child Support.....	7-15
7-IIIE Assets and Income from Assets	7-16
Assets Disposed of for Less than Fair Market Value.....	7-16
Verification requirements Bank Account Assets.....	7-16
Assets of Added Family Members.....	7-17
7-IIIF Net Income from Rental Property	7-17
7-IIIG Retirement Accounts	7-17
7-IIIH Income from Excluded Sources.....	7-17
7-IIII Zero Annual Income Status	7-18
7-IIIJ Student Financial Assistance	7-18
7-IIIK Parental Income of Students Subject to Eligibility Restrictions.....	7-19
 PART IV VERIFYING MANDATORY DEDUCTIONS	7-19
7-IVA Dependent and Elderly/Disabled Household Deductions	7-19
Dependent Deductions.....	7-19
Elderly/Disabled Family Deduction.....	7-19
7-IVB Medical Expense Deduction	7-20
Amount of Expense.....	7-20
Eligible Household	7-20
Qualified Expenses	7-21
Unreimbursed Expenses.....	7-21
Expenses Incurred in Past Years.....	7-21
7-IVC Disability Assistance Expenses	7-21
Amount of Expense.....	7-21
Attendant Care	7-21
Auxiliary Apparatus	7-21
Family Member is a Person with Disabilities	7-22
Family Member(s) Permitted to Work.....	7-22
Unreimbursed Expenses.....	7-22
7-IVD Child Care Expenses.....	7-23
Eligible Child	7-23
Unreimbursed Expense	7-23
Pursuing an Eligible Activity	7-23
Allowable Type of Child Care.....	7-24
Reasonableness of Expenses.....	7-24

EXHIBITS

- 7-1 Summary of Documentation Requirements for Noncitizens 7-25
[HCV GB, pp 5-9 and 5-10]

Chapter 8
HOUSING QUALITY STANDARDS
AND
RENT REASONABILITY DETERMINATIONS

INTRODUCTION.....	8-1
PART I PHYSICAL STANDARDS	8-1
8-IA General HUD Requirements.....	8-1
HUD Performance and Acceptability Standards.....	8-1
Tenant Preference Items.....	8-2
Modifications to Provide Accessibility.....	8-2
8-IB Additional Local Requirements	8-3
Carbon Monoxide Detectors.....	8-3
Thermal Environment.....	8-3
Clarifications of HUD Requirements.....	8-3
8-IC Life Threatening Conditions.....	8-3
Smoke Detectors.....	8-4
8-ID Owner and Family Responsibilities.....	8-5
Family Responsibilities.....	8-5
Owner Responsibilities.....	8-5
8-IE Special Requirements for Children with ...Blood Lead Levels.....	8-5
8-IF Violation of HQS Space Standards.....	8-5
PART II THE INSPECTION PROCESS.....	8-6
8-IIA Overview	8-6
Types of Inspections	8-6
Inspection of AHA-owned Units.....	8-6
Inspection Costs.....	8-7
Notice and Scheduling	8-7
Attendance at Inspections by Owner and Family	8-7
Inspection Under Special Housing Types	8-7
8-IIB Initial HQS Inspection	8-7
Timing of Initial Inspections	8-7
Inspection Results and Reinspections	8-8
Utilities	8-8
Appliances	8-8
8-IIC Annual HQS Inspections	8-8
Scheduling the Inspection	8-8
8-IID Special Inspections.....	8-9
8-IIE Quality Control Inspections.....	8-9
8-IIF Inspection Results and Reinspections For Units Under.....	8-9
HAP Contract Notification of Corrective Actions	8-9
Extensions	8-10
Reinspections and Self-Certification	8-10
8-IIG Enforcing Owner Compliance.....	8-11

Administrative Plan – Table of Contents

HAP Abatement	8-11
HAP Contract Termination	8-12
8-IIH Enforcing Family Compliance.....	8-12
PART III RENT REASONABLENESS	8-12
8-IIIA Overview	8-12
AHA-owned Units.....	8-12
8-IIIB When Rent Reasonableness Determinations are Required	8-13
Owner-initiated Rent Determinations	8-13
AHA- and HUD-initiated Rent Reasonableness Determinations	8-13
8-IIIC How Comparability is Established	8-14
Factors to Consider.....	8-14
Units that Must Not be Used as Comparables	8-14
Rents Charged for Other Units on the Premises.....	8-14
8-IIID AHA Rent Reasonableness Methodology	8-14
How Market Data is Collected.....	8-14
How Rents are Determined.....	8-15

EXHIBITS

8-1 Overview of HUD Housing Quality Standards	8-16
8-2 Summary of Tenant Preference Areas Related to HQS	8-19

Chapter 9
GENERAL LEASING POLICIES

PART I

9-IA	Tenant Screening	9-1
9-IB	Requesting Tenancy Approval	9-2
9-IC	Owner Participation	9-3
9-ID	Eligible Units.....	9-4
	Ineligible Units.....	9-4
	AHA-owned Units.....	9-4
	Special Housing Types	9-4
	Duplicative Assistance	9-5
	Housing Quality Standards	9-5
	Unit Size.....	9-5
	Rent Reasonableness.....	9-6
	Rent Burden.....	9-6
9-IE	Lease and Tenancy Addendum.....	9-6
	Lease Form and Tenancy Addendum.....	9-6
	Lease Information	9-6
	Term of Assisted Tenancy	9-7
	Security Deposit.....	9-7
	Separate Non-lease Agreements between Owner and Tenant....	9-8
	AHA Review of Lease	9-8
9-IF	Tenancy Approval.....	9-9
9-IG	HAP Contract Execution.....	9-10
9-IH	Changes in Lease or Rent.....	9-10

Chapter 10
MOVING WITH CONTINUED ASSISTANCE
AND
PORTABILITY

INTRODUCTION	10-1
PART I MOVING WITH CONTINUED ASSISTANCE.....	
10-IA Allowable Moves.....	10-1
10-IB Restrictions on Moves	10-3
Denial of Moves.....	10-3
Restrictions on Elective Moves.....	10-3
10-IC Moving Process.....	10-4
Notification.....	10-4
Approval	10-4
Reexamination of Family Income and Composition	10-4
Voucher Issuance and Briefing.....	10-4
Housing Assistance Payments	10-4
PART II PORTABILITY	
10-IIA Overview.....	10-5
10-IIB Initial PHA Role.....	10-5
Allowable Moves under Portability.....	10-5
Determining Income Eligibility.....	10-6
Reexamination of Family Income and Composition.....	10-7
Briefing	10-7
Voucher Issuance and Term.....	10-7
Voucher Extensions and Expiration	10-7
Initial Contact with Receiving PHA	10-8
Sending Documentation to the Receiving PHA	10-8
Initial Billing Deadline	10-9
Monthly Billing Payments.....	10-9
Annual Updates of Form HUD-50058.....	10-9
Subsequent Family Moves	10-10
Denial or Termination of Assistance	10-10
10-IIC Receiving PHA Role	10-10
Initial Contact with Family.....	10-10
Briefing	10-11
Income Eligibility and Reexamination	10-11
Voucher Issuance.....	10-12
Notifying the Initial PHA.....	10-12
Administering a Portable Family's Voucher	10-13
Absorbing a Portable Family.....	10-15

**Chapter 11
REEXAMINATIONS**

PART I	ANNUAL REEXAMINATIONS.....	11-1
11-IA	Overview.....	11-1
11-IB	Scheduling Annual Reexaminations	11-1
	Notification of and Participation in the Annual Reexam Process	11-2
11-IC	Conducting Annual Reexaminations.....	11-2
11-ID	Determining Ongoing Eligibility of Certain Students.....	11-4
11-IE	Effective Dates.....	11-5
PART II	INTERIM REEXAMINATIONS	11-6
11-IA	Overview.....	11-6
11-IIB	Changes in Family and Household Composition	11-6
	New Family Members Not Requiring Approval	11-6
	New Family and Household Members Requiring Approval	11-6
	Departure of a Family or Household Member.....	11-7
11-IIC	Changes Affecting Income or Expenses	11-7
	AHA-initiated Interim Reexamination.....	11-8
	Family-initiated Interim Reexamination.....	11-8
11-IID	Processing the Interim Reexamination	11-9
	Method of Reporting	11-9
	Effective Dates	11-9
PART III	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT	11-10
11-IIIA	Overview.....	11-10
11-IIIB	Changes in Payment Standards and Utility Allowances.....	11-10
	Payment Standards	11-10
	Subsidy Standards	11-11
	Utility Allowances.....	11-11
11-IIIC	Notification of New Family Share and HAP Amount	11-11
11-IIID	Discrepancies	11-11

Chapter 12
TERMINATION OF ASSISTANCE AND TENANCY

PART 1	 GROUNDS FOR TERMINATION OF ASSISTANCE	12.1
12-IA	Overview.....	12-1
12-IB	Family No Longer Requires Assistance	12-1
12-IC	Family chooses to Terminate Assistance.....	12-1
12-ID	Mandatory Termination of Assistance.....	12-2
	Eviction.....	12-2
	Failure to Provide Consent.....	12-2
	Failure to Document Citizenship.....	12-2
	Failure to Provide Social Security Documentation.....	12-3
	Methamphetamine Manufacture or Production.....	12-3
	Failure of Students to Meet Ongoing Eligibility Requirements	12-3
12-IE	Mandatory Policies and Other Authorized Terminations	12-3
	Mandatory Policies	12-3
	Other Authorized Reasons for Termination of Assistance.....	12-5
PART II	 APPROACH TO TERMINATION OF ASSISTANCE	12-8
12-IIA	Overview.....	12-8
12-IIB	Method of Termination	12-8
12-IIC	Alternatives to Termination of Assistance	12-8
	Change in Household Composition	12-8
	Repayment of Family Debts	12-8
12-IID	Criteria for Deciding to Terminate Assistance.....	12-8
	Evidence.....	12-8
	Consideration of Circumstances.....	12-9
	Reasonable Accommodation.....	12-9
12-IIE	Terminating the Assistance of Domestic Violence...Victims	12-10
	AHA Confidentiality Requirements	12-11
12-IIF	Termination Notice.....	12-12
	Notice of Termination based on Citizenship status.....	12-12
12-IIG	How Termination of Assistance Affects HAP Contract/Lease	12-13
PART III	 TERMINATION OF TENANCY BY THE OWNER.....	12-13
12-III A	Overview.....	12-13
12-III B	Grounds for Owner Termination of Tenancy and HUD-52641A.	12-13
	Serious or Repeated Lease Violations	12-13
	Violation of Federal, State, or Local Law	12-13
	Criminal Activity or Alcohol Abuse	12-13
	Other Good Cause	12-14
12-III C	Eviction and HUD-52641A	12-15
12-III D	Deciding Whether to Terminate Tenancy.....	12-15
12-III E	Effect of Termination of Tenancy on the Family's Assistance	12-16

EXHIBITS

12-1	Statement of Family Obligations	12-17
------	---------------------------------------	-------

**Chapter 13
OWNERS**

PART I	OWNERS IN THE HCV PROGRAM	13-1
13-IA	Owner Recruitment and Retention.....	13-1
Recruitment	13-1
Retention	13-2
13-IB	Basic HCV Program Requirements.....	13-2
13-IC	Owner Responsibilities	13-4
13-ID	Owner Qualifications.....	13-4
Owners Barred from Participation.....	13-5
Leasing to Relatives	13-5
Conflict of Interest.....	13-5
Actions that may Result in Disapproval of Tenancy Request .	13-6	
Legal Ownership of Unit	13-7
13-IE	Non-Discrimination.....	13-7
PART II	HAP CONTRACTS	13-8
13-IIA	Overview.....	13-8
13-IIB	HAP Contract Contents.....	13-8
13-IIC	HAP Contract Payments	13-9
General.....	13-9
Owner Certification of Compliance	13-10
Late HAP Payments	13-10
Termination of HAP Payments	13-10
13-IID	Breach of HAP Contract.....	13-11
13-IIIE	HAP Contract Term and Terminations.....	13-12
13-IIF	Change in Ownership / Assignment of the HAP Contract	13-13

Chapter 14
PROGRAM INTEGRITY

PART I	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE	14-1
14-IA	Preventing Errors and Program Abuse	14-1
14-IB	Detecting Errors and Program Abuse	14-2
	Quality Control and Analysis of Data	14-2
	Independent Audits and HUD Monitoring	14-2
	Individual Reporting of Possible Errors & Program Abuse	14-2
14-IC	Investigating Errors and Program Abuse	14-2
	When the PHA will Investigate.....	14-2
	Consent to Release of Information.....	14-3
	Analysis and Findings.....	14-3
	Consideration of Remedies	14-3
	Notice and Appeals	14-3
PART II	CORRECTIVE MEASURES AND PENALTIES	14-4
14-IIA	Subsidy Under- or Overpayments.....	14-4
	Corrections	14-4
	Reimbursement	14-4
14-IIB	Family-caused Errors and Program Abuse	14-4
	Family Reimbursement to AHA	14-4
	AHA Reimbursement to Family	14-4
	Prohibited Actions.....	14-5
	Penalties for Program Abuse.....	14-5
14-IIC	Owner-caused Errors or Program Abuse	14-5
	Owner Reimbursement to the AHA	14-6
	Prohibited Owner Actions	14-6
	Remedies and Penalties.....	14-6
14-IID	AHA-caused Errors or Program Abuse	14-7
	Repayment to the AHA.....	14-7
	AHA Reimbursement to Family or Owner.....	14-7
	Prohibited Activities	14-7
14-IIE	Criminal Prosecution.....	14-7
14-IIF	Fraud and Program Abuse Recoveries.....	14.8

Chapter 15
PROGRAM ADMINISTRATION

PART I	ADMINISTRATIVE FEE RESERVE	15-1
PART II	SETTING PROGRAM STANDARDS AND SCHEDULES.....	15-2
15-IIA	Overview.....	15-2
15-IIB	Payment Standards	15-2
	Updating Payment Standards.....	15-3
	Exception Payment Standards	15-4
	Unit-by-Unit Exceptions	15-4
	Success Rate Payment Standard.....	15-4
	Decreases in the Payment Standard below the Basic Range.	15-5
15-IIC	Utility Allowances	15-5
	Air Conditioning	15-6
	Reasonable Accommodation.....	15-6
	Utility Allowance Revisions.....	15-6
15-IID	California Utility Allowance Calculator for Energy Efficient	15-6
	Projects Receiving Low Income Housing Tax Credits	
	Background	15-6
	Justification.....	15-7
	Review of Process for Setting Utility Allowances Under Low..	15-7
	Income Housing Tax Credit Program and Potential	
	Utilization for Housing Choice Vouchers Used in Qualified	
	Tax Credit Properties	
	Assessment of California Utility Allowance Calculator.....	15-8
	Additional Requirements for Projects Recently	15-10
	Placed In Service	
	CUAC Schedule	15-11
	Updating Project-Specific Utility Allowance	15-11
PART III	INFORMAL REVIEWS AND HEARINGS	15-11
15-IIIA	Overview.....	15-11
15-IIIB	Informal Reviews	15-12
	Decisions Subject to Informal Review	15-12
	Notice to the Applicant.....	15-12
	Scheduling an Informal Review	15-12
	Informal Review Procedures.....	15-13
	Informal Review Decision	15-13
15-IIIC	Informal Hearings for Participants.....	15-13
	Decisions Subject to Informal Hearing.....	15-14
	Informal Hearing Procedures.....	15-15
15-IIID	Hearing and Appeal Provisions for Non-citizens	15-20
	Notice of Denial or Termination	15-20
	USCIS Appeal Process	15-20
	Informal Hearing Procedures for Applicants	15-21
	Retention of Documents	15-22

Administrative Plan – Table of Contents

PART IV OWNER OR FAMILY DEBTS TO THE AHA.....	15-22
15-IVA Overview.....	15-22
15-IVB Repayment Policy	15-23
Owner Debts to the AHA	15-23
Family Debts to the AHA	15-23
Repayment Agreement.....	15-23
Repayment Agreement Guidelines.....	15-24
PART V RECORD KEEPING.....	15-24
15-VA Overview.....	15-24
15-VB Record Retention	15-25
15-VC Records Management.....	15-25
Privacy Act Requirements	15-26
Upfront Income Verification (UIV) Records.....	15-26
Criminal Records	15-26
Medical/Disability Records.....	15-27
PART VI REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL	15-27
15-VIA Overview.....	15-27
15-VIB Reporting Requirement.....	15-27
15-VIC Data Collection and Record Keeping.....	15-27
PART VII REPORTING REQUIREMENTS OF VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)	15-28
15-VIIA Notification to Participants	15-28
15-VIIB Notification to Applicants.....	15-28
15-VIIC Notification to Owners and Managers.....	15-28
PART VIIISPECIAL HOUSING TYPES.....	15-28
15-VIIIA Overview	15-28

Administrative Plan – Table of Contents

15-VC	Records Management.....	15-25
	Privacy Act Requirements	15-26
	Upfront Income Verification Records	15-26
	Criminal Records.....	15-26
	Medical/Disability Records.....	15-27
 PART VI REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....		 15-27
15-VIA	Overview	15-27
15-VIB	Reporting Requirements	15-27
15-VIC	Data Collection and Record Keeping.....	15-27
 PART VII REPORTING REQUIREMENTS OF VAWA.....		 15-28
15-VIIA	Notification to Participants	15-28
15-VIIB	Notification to Applicants.....	15-28
15-VIIC	Notification to Owners and Managers.....	15-28

Chapter 16
PROJECT-BASED VOUCHERS

INTRODUCTION	16-1
PART I GENERAL REQUIREMENTS	16-2
16-IA Overview.....	16-2
16-IB Tenant-based vs. Project-based Voucher Assistance.....	16-2
16-IC Relocation Requirements.....	16-2
16-ID Equal Opportunity Requirements	16-3
PART II PBV OWNER PROPOSALS	16-3
16-IIA Overview.....	16-3
16-IIB Owner Proposal Selection Procedures	16-3
Solicitation and Selection of PBV Proposals.....	16-3
AHA Request for Proposals for Rehabilitated and Newly.....	16-4
Constructed Units	
AHA Requests for Proposals for Existing Housing Units	16-5
AHA Selection of Proposals Subject to a Previous	
Competition under a Federal, State or Local Housing	
Assistance Program.....	16-6
AHA-owned Units	16-6
AHA Notice of Owner	16-7
16-IIC Housing Types.....	16-7
16-IID Prohibition of Assistance for Certain Units.....	16-7
Ineligible Housing Types	16-7
Subsidized Housing	16-8
Other Ineligible Housing Types.....	16-8
16-IIE Subsidy Layering Requirements	16-8
16-IIF Cap on Number of PBV Units	16-9
25 Unit or 25 Percent per Project Cap.....	16-9
Exceptions to Project Cap	16-9
Supportive Services.....	16-9
Promoting Partially-assisted Projects	16-10
16-IIG Site Selection Standards.....	16-10
Compliance with PBV Goals, Civil Rights Rqmts., & HQS....	16-10
Existing/Rehab Housing Site & Neighborhood Standards	16-11
New Construction Site and Neighborhood Standards	16-12
16-IIH Environmental Review	16-12
PART III DWELLING UNITS.....	16-13
16-III A Overview.....	16-13
16-III B Housing Quality Standards	16-13
Lead-based Paint	16-13
16-III C Housing Accessibility for Persons with Disabilities.....	16-13
16-III D Inspecting Units	16-13
Pre-selection Inspection	16-13

Administrative Plan – Table of Contents

Pre-HAP Contract Inspections.....	16-14
Turnover Inspections	16-14
Annual Inspections	16-14
Other Inspections	16-14
Inspecting AHA-owned Units.....	16-14
 PART IV REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	16-15
16-IVA Overview.....	16-15
16-IVB Agreement to Enter into HAP Contract	16-15
Content of the Agreement.....	16-15
Execution of the AHAP	16-15
16-IVC Conduct of Development Work	16-16
Labor Standards.....	16-16
Equal Opportunity.....	16-16
Owner Disclosure	16-16
16-IVD Completion of Housing.....	16-16
Evidence of Completion.....	16-16
AHA Acceptance of Completed Units	16-17
 PART V HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP).....	16-17
16-VA Overview.....	16-17
16-VB HAP Contract Requirements.....	16-17
Contract Information	16-17
Execution of the HAP Contract.....	16-18
Term of HAP Contract	16-18
Termination by AHA	16-18
Termination by Owner	16-19
Remedies of HQS Violations	16-19
16-VC Amendments to the HAP Contract.....	16-19
Substitutions of Contract Units	16-19
Addition of Contract Units.....	16-19
16-VD HAP Contract Year, Anniversary, Expiration Dates	16-20
16-VE Owner Responsibilities under the HAP	16-20
16-VF Additional HAP Requirements.....	16-20
Housing Quality and Design Requirements	16-20
Vacancy Payments	16-21
 PART VI SELECTION OF PBV PROGRAM PARTICIPANTS	16-21
16-VIA Overview.....	16-21
16-VIB Eligibility for PBV Assistance	16-21
In-place Families	16-21
Tenant Referrals to PBV Units.....	16-22
16-VIC Organization of the Waiting List	16-22
16-VID Selection from the Waiting List.....	16-23
Income Targeting.....	16-23
Units with Accessibility Features	16-23
Preferences	16-23

16-VIE Offer of PBV Assistance	16-24
Refusal of Offer	16-24
Disapproval by Landlord.....	16-24
Acceptance of Offer.....	16-24
Family Briefing.....	16-4
Persons with Disabilities.....	16-5
Persons with Limited English Proficiency	16-5
16-VIF Owner Selection of Tenants.....	16-25
Leasing.....	16-25
Filling Vacancies.....	16-25
Reduction in HAP Contract Units Due to Vacancies.....	16-25
16-VIG Tenant Screening.....	16-26
AHA Responsibility	16-26
Owner Responsibility.....	16-26
 PART VII OCCUPANCY	16-27
16-VIIA Overview.....	16-27
16-VIIB Lease.....	16-27
Form of Lease	16-27
Lease Requirements	16-27
Tenancy Addendum	16-27
Initial Term and Lease Renewal	16-28
Changes in the Lease.....	16-28
Owner Termination of Tenancy	16-28
Tenant Absence from the Unit	16-28
Security Deposits.....	16-28
16-VIIC Moves	16-29
Overcrowded, Under-occupied, and Accessible Units	16-29
Family Right to Move.....	16-30
Family Break-Up.....	16-30
16-VIID Exceptions to the Occupancy Cap.....	16-31
 PART VIII: DETERMINING RENT TO OWNER.....	16-32
16-VIIIA Overview.....	16-32
16-VIIIB Rent Limits	16-32
Certain Tax Credit Units	16-32
Definitions.....	16-33
Use of FMRs, Exception Pmt. Standards, & Utility Allow.....	16-33
Utility Allowances.....	16-33
Redetermination of Rent.....	16-33
Rent Increase	16-33
Rent Decrease.....	16-34
Notice of Rent Change	16-34
AHA-owned Units	16-34
16-VIIIC Reasonable Rent	16-34
When Rent Reasonableness Determinations are Required	16-34
How to Determine Reasonable Rent	16-35

Administrative Plan – Table of Contents

Comparability Analysis	16-35
AHA-owned Units	16-35
Owner Certification of Reasonable Rent	16-35
16-VIID Effect of Other Subsidy and Rent Control	16-35
Other Subsidy.....	16-35
Combining Subsidy.....	16-36
Rent Control	16-36
 PART IX PAYMENTS TO OWNER.....	16-36
16-IXA Housing Assistance Payments.....	16-36
16-IXB Vacancy Payments	16-37
16-IXC Tenant Rent to Owner.....	16-37
Tenant and AHA Responsibilities	16-38
Utility Reimbursements.....	16-38
16-IXD Other Fees and Charges	16-38
Meals and Supportive Services	16-38
Other Charges by Owner.....	16-38

Chapter 17
Family Self- Sufficiency – Table of Contents

A. Overview	17-1
B. Purpose	17-1
C. Non-Discrimination (24 CFR 5.105).....	17-1
D. Estimate of Participating Families (24 CFR 984.201).....	17-2
E. Recruitment	17-2
F. Eligibility (24 CFR 984.201)	17-3
G. Program Coordinating Committee	17-3
H. Application and Selection Process	17-4
I. Assessment and ITSP (24 CFR 984.303 (b)(2)	17-4
J. Case Management	17-5
K. Contract of Participation	17-5
L. Termination of Contract of Participation (24 CFR 984.303 (h))	17-7
M. Escrow Account Implementation (24 CFR 984.305)	17-8
N. Escrow Disbursements (24 CFR 984.305 (c))	17-9
O. Portability (24 CFR 984.306)	17-10

Chapter 18
HUD- VASH Program

INTRODUCTION	18-1
Part I Overview of the Program.....	18-1
18 I.A. Overview	18-1
18- I.B. Responsibilities Under Program	18-2
Part II Eligibility and Admission.....	18-2
18-II. A. Eligibility	18-2
18-II.B. Acceptable Documentation	18-3
18-II.C. Income Targeting	18-4
Part III Continued Occupancy.....	18-4
18-III. A. Leasing	18-4
18- III. B. Unit Inspections	18-4
18-III. C. Portability and Transfers	18-4
Portability Within Catchment Area of Initial VAMC or CBOC	18-5
Portability Beyond Catchment Area of Initial VAMV or CBOC	18-5
Portability When Case Management Is No Longer Required	18-6
18-III. D. Family Break-Up	18-6
Part IV Termination	18-6
Part V More Information	18-7
HUD- VASH Operating Requirements	18-7
HUD-VASH Questions and Answers	18-7
HUD- VASH Reference Guide	18-7
HUD- VASH Refernce Guide	18-7
HUD- VASH 101 Webinar; HUD-VASH 101 Slides	18-7
HUD-VASH Best Practices- Version 1.0	18-7

GLOSSARY