

RESOLUTION NO. 90014-0207.

A RESOLUTION AUTHORIZING THE NEW SECTION 8 ADMINISTRATIVE POLICY

WHEREAS, The Section 8 administrative policy has not been fully updated for several years, and

WHEREAS, many changes have occurred in the program, and

WHEREAS, the housing staff used a purchased outline to be sure all current HUD requirements are included in the plan and tailored to fit Muscatine Municipal Housing Agency, and

WHEREAS, City Council, acting as the Public Housing Board approves the policy

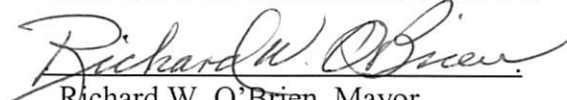
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MUSCATINE, IOWA, to approve and authorize the presented Section 8 administrative plan as the current plan until it is necessary to make further changes to comply with HUD regulations.

PASSED, APPROVED AND ADOPTED this the 15th day of February 2007.




A. J. Johnson, City Clerk

BY THE CITY COUNCIL OF
THE CITY OF MUSCATINE, IOWA


Richard W. O'Brien, Mayor

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].....	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), HUD-50058 IB, p. 13] ...	3-3
	Family	3-3
	Household	3-3
3-I.C.	Family Break-Up And Remaining Member Of Tenant Family.....	3-4
	Family Break-up [24 CFR 982.315].....	3-4
	Remaining Member of a Tenant Family [24 CFR 5.403]	3-4
3-I.D.	Head Of Household [24 CFR 5.504(b)]	3-5
3-I.E.	Spouse, Cohead, And Other Adult	3-5
3-I.F.	Dependent [24 CFR 5.603].....	3-6
	Joint Custody of Dependents	3-6
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29]	3-6
3-I.H.	Elderly And Near-Elderly Persons, And Elderly Family [24 CFR 5.100 and 5.403]	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].....	3-7
	Persons with Disabilities.....	3-7
	Disabled Family.....	3-7
3-I.J.	Guests [24 CFR 5.100]	3-7
3-I.K.	Foster Children And Foster Adults.....	3-8
3-I.L.	Absent Family Members.....	3-8
	Definitions of Temporarily and Permanently Absent.....	3-8
	Absent Students	3-8
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-9
	Absent Head, Spouse, or Cohead	3-9
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]	3-9
	Return of Permanently Absent Family Members	3-9
3-I.M.	Live-In Aide.....	3-10

Administrative Plan - Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-11
3-II.A.	Income Eligibility And Targeting.....	3-11
	Income Limits	3-11
	Types of Low-Income Families [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]	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 and FR Notice 4/10/06].....	3-17
	Definitions	3-17
	Determining Student Eligibility.....	3-19
PART III:	DENIAL OF ASSISTANCE	3-21
3-III.A.	Overview.....	3-21
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-21
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162]	3-21
3-III.B.	Mandatory Denial Of Assistance [24 CFR 982.553(a)]	3-22
3-III.C.	Other Permitted Reasons For Denial Of Assistance.....	3-23
	Criminal Activity [24 CFR 982.553].....	3-23
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-24
3-III.D.	Screening	3-25
	Screening for Eligibility	3-25
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-26
3-III.E.	Criteria For Deciding To Deny Assistance.....	3-27
	Evidence [24 CFR 982.553(c)].....	3-27
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-27
	Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)]	3-28
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	3-28
3-III.F.	Notice Of Eligibility Or Denial	3-29

Administrative Plan - Table of Contents

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking [Pub.L. 109-162].....	3-30
Definitions	3-30
Notification and Victim Documentation	3-31
Perpetrator Removal or Documentation of Rehabilitation	3-32
PHA Confidentiality Requirements	3-32
Exhibit 3-1: Detailed Definitions Related To Disabilities	3-33
Person with Disabilities [24 CFR 5.403]	3-33
Individual with Handicaps [24 CFR 8.3].....	3-35
Exhibit 3-2: Definition Of Institution Of Higher Education.....	3-37
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006]	3-37

Administrative Plan -Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-3
	4-I.A. Overview.....	4-3
	4-I.B. Applying For Assistance [HCV GB, pp. 4-11 – 4-16]	4-3
	4-I.C. Accessibility Of The Application Process	4-4
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]	4-4
	Limited English Proficiency	4-4
	4-I.D. Placement On The Waiting List	4-5
	Ineligible for Placement on the Waiting List.....	4-5
	Eligible for Placement on the Waiting List	4-5
PART II:	MANAGING THE WAITING LIST.....	4-7
	4-II.A. Overview.....	4-7
	4-II.B. Organization Of The Waiting List [24 CFR 982.204 and 205]	4-7
	4-II.C. Opening And Closing The Waiting List [24 CFR 982.206].....	4-8
	Closing the Waiting List.....	4-8
	Reopening the Waiting List	4-8
	4-II.D. Family Outreach [HCV GB, pp. 4-2 to 4-4]	4-9
	4-II.E. Reporting Changes In Family Circumstances	4-10
	4-II.F. Updating The Waiting List [24 CFR 982.204].....	4-10
	Purging the Waiting List.....	4-10
	Removal from the Waiting List	4-11
PART III:	SELECTION FOR HCV ASSISTANCE	4-13
	4-III.A. Overview.....	4-13
	4-III.B. Selection And HCV Funding Sources	4-13
	Special Admissions [24 CFR 982.203]	4-13
	Targeted Funding [24 CFR 982.204(e)]	4-13
	Regular HCV Funding	4-13
	4-III.C. Selection Method	4-14
	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4-14
	Income Targeting Requirement [24 CFR 982.201(b)(2)]......	4-14
	Order of Selection.....	4-15
	4-III.D. Notification Of Selection.....	4-16
	4-III.E. The Application Interview	4-16
	4-III.F. Completing The Application Process	4-18

Administrative Plan -Table of Contents

**Chapter 5
BRIEFINGS AND VOUCHER ISSUANCE**

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

Administrative Plan -Table of Contents

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

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition And Income	6-3
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-4
	Family Members Permanently Confined for Medical Reasons.....	6-5
	Joint Custody of Dependents	6-5
	Caretakers for a Child.....	6-6
6-I.C.	Anticipating Annual Income	6-7
	Basis of Annual Income Projection	6-7
	Using Up-Front Income Verification (UIV) to Project 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]	6-13
	Eligibility	6-13
	Calculation of the Disallowance	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) and 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
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-26
6-I.I.	Payments In Lieu Of Earnings.....	6-27
6-I.J.	Welfare Assistance	6-28
	Overview.....	6-28
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615]	6-28

Administrative Plan -Table of Contents

	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)].....	6-30
	Student Financial Assistance Included in Annual Income	
	[24 CFR 5.609(b)(9) and FR 4/10/06].....	6-30
	Student Financial Assistance Excluded from Annual Income	
	[24 CFR 5.609(c)(6)]	6-31
	6-I.M. Additional Exclusions From Annual Income	
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	6-44
	Eligible Child Care Expenses	6-45

Administrative Plan -Table of Contents

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY	6-47
6-III.A.	Overview Of Rent And Subsidy Calculations	6-47
	TTP Formula [24 CFR 5.628]	6-47
	Family Share [24 CFR 982.305(a)(5)].....	6-47
	PHA Subsidy [24 CFR 982.505(b)].....	6-48
	Utility Reimbursement [24 CFR 982.514(b)].....	6-48
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630]	6-49
	Overview.....	6-49
	HUD-Defined Financial Hardship	6-49
	Implementation of Hardship Exemption	6-51
6-III.C.	Applying Payment Standards [24 CFR 982.505]	6-54
	Overview.....	6-54
	Changes in Payment Standards.....	6-54
	Reasonable Accommodation	6-55
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-56
	Overview.....	6-56
	Reasonable Accommodation	6-56
	Utility Allowance Revisions.....	6-56
6-III.E.	Prorated Assistance For Mixed Families [24 CFR 5.520].....	6-57
Exhibit 6-1:	Annual Income Inclusions	6-59
	HHS Definition Of "Assistance"	6-60
Exhibit 6-2:	Annual Income Exclusions	6-62
Exhibit 6-3:	Treatment Of Family Assets	6-65
Exhibit 6-4:	Earned Income Disallowance For Persons With Disabilities	6-66
Exhibit 6-5:	The Effect Of Welfare Benefit Reduction	6-68

Administrative Plan -Table of Contents

Chapter 7 VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230]

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	7-2
	Requirements for Acceptable Documents	7-2
	File Documentation	7-3
7-I.C.	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
7-I.D.	Third-Party Written And Oral Verification	7-6
	Reasonable Effort and Timing.....	7-6
	When Third-Party Information is Late	7-7
	When Third-Party Verification is Not Required	7-7
7-I.E.	Review Of Documents.....	7-9
	Using Review of Documents as Verification	7-9
7-I.F.	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 and HCV GB, p. 5-12]	7-12
7-II.C.	Documentation Of Age.....	7-13
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	7-21
	7-III.A. Earned Income	7-21
	Tips	7-21
	7-III.B. Business And Self Employment Income	7-21
	7-III.C. Periodic Payments And Payments In Lieu Of Earnings	7-22
	Social Security/SSI Benefits.....	7-22
	7-III.D. Alimony Or Child Support	7-23
	7-III.E. Assets And Income From Assets.....	7-24
	Assets Disposed of for Less than Fair Market Value	7-24
	7-III.F. Net Income From Rental Property.....	7-24
	7-III.G. Retirement Accounts	7-25
	7-III.H. Income From Excluded Sources	7-25
	7-III.I. Zero Annual Income Status	7-25
	7-III.J. Student Financial Assistance	7-26
	7-III.K. Parental Income Of Students Subject To Eligibility Restrictions	7-27
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-29
	7-IV.A. Dependent And Elderly/Disabled Household Deductions	7-29
	Dependent Deduction	7-29
	Elderly/Disabled Family Deduction	7-29
	7-IV.B. Medical Expense Deduction.....	7-30
	Amount of Expense	7-30
	Eligible Household	7-31
	Qualified Expenses	7-31
	Unreimbursed Expenses	7-31
	Expenses Incurred in Past Years.....	7-31
	7-IV.C. Disability Assistance Expenses	7-32
	Amount of Expense	7-32
	Family Member is a Person with Disabilities.....	7-33
	Family Member(s) Permitted to Work	7-33
	Unreimbursed Expenses	7-33
	7-IV.D. Child Care Expenses.....	7-34
	Eligible Child.....	7-34
	Unreimbursed Expense.....	7-34
	Pursuing an Eligible Activity	7-35
	Allowable Type of Child Care.....	7-36
	Reasonableness of Expenses.....	7-36
Exhibit 7-1:	Excerpt From HUD Verification Guidance Notice	
	(PIH 2004-01, pp. 11-14)	7-37
Exhibit 7-2:	Summary Of Documentation Requirements For Noncitizens	
	[HCV GB, pp. 5-9 and 5-10].....	7-41

Administrative Plan -Table of Contents

Chapter 8 HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS	8-2
8-I.A.	General HUD Requirements	8-2
	HUD Performance and Acceptability Standards	8-2
	Tenant Preference Items	8-2
	Modifications to Provide Accessibility	8-3
8-I.B.	Additional Local Requirements	8-4
	Thermal Environment [HCV GB p.10-7]	8-4
	Clarifications of HUD Requirements	8-5
8-I.C.	Life Threatening Conditions [24 CFR 982.404(a)]	8-6
8-I.D.	Owner And Family Responsibilities [24 CFR 982.404]	8-7
	Family Responsibilities	8-7
	Owner Responsibilities	8-7
8-I.E.	Special Requirements For Children With Environmental Intervention Blood Lead Level [24 CFR 35.1225]	8-8
8-I.F.	Violation Of HQS Space Standards [24 CFR 982.403]	8-8
PART II:	THE INSPECTION PROCESS	8-9
8-II.A.	Overview [24 CFR 982.405]	8-9
	Types of Inspections	8-9
	Inspection of PHA-owned Units [24 CFR 982.352(b)]	8-9
	Inspection Costs	8-9
	Notice and Scheduling	8-10
	Attendance at inspections by owner and family	8-10
8-II.B.	Initial HQS Inspection [24 CFR 982.401(a)]	8-11
	Timing of Initial Inspections	8-11
	Inspection Results and Reinspections	8-11
	Utilities	8-12
	Appliances	8-12
8-II.C.	Annual HQS Inspections [24 CFR 982.405(a)]	8-13
	Scheduling the Inspection	8-13
8-II.D.	Special Inspections [HCV GB p. 10-30]	8-13
8-II.E.	Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32]	8-13
8-II.F.	Inspection Results And Reinspections For Units Under HAP Contract	8-14
	Notification of Corrective Actions	8-14
	Extensions	8-15
	Reinspections	8-15
8-II.G.	Enforcing Owner Compliance	8-16
	HAP Abatement	8-16
	HAP Contract Termination	8-16
8-II.H.	Enforcing Family Compliance With HQS [24 CFR 982.404(b)]	8-16

Administrative Plan -Table of Contents

PART III: RENT REASONABLENESS [24 CFR 982.507]	8-17
8-III.A. Overview	8-17
PHA-owned Units [24 CFR 982.352(b)].....	8-17
8-III.B. When Rent Reasonableness Determinations Are Required	8-18
Owner-initiated Rent Determinations.....	8-18
PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-18
8-III.C. How Comparability Is Established	8-19
Factors to Consider	8-19
Units that Must Not be Used as Comparables	8-19
Rents Charged for Other Units on the Premises	8-19
8-III.D. PHA Rent Reasonableness Methodology	8-20
How Market Data is Collected	8-20
How Rents are Determined.....	8-20
Exhibit 8-1: Overview Of HUD Housing Quality Standards	8-21
Exhibit 8-2: Summary Of Tenant Preference Areas Related To Housing Quality	8-24

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 982.314(c)].....	10-4
	10-I.C. Moving Process	10-5
	Notification	10-5
	Approval	10-5
	Reexamination of Family Income and Composition.....	10-5
	Voucher Issuance and Briefing.....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)]	10-6
PART II:	PORTABILITY	10-7
	10-II.A. Overview.....	10-7
	10-II.B. Initial PHA Role	10-8
	Allowable Moves under Portability.....	10-8
	Determining Income Eligibility.....	10-9
	Reexamination of Family Income and Composition.....	10-9
	Briefing.....	10-10
	Voucher Issuance and Term	10-10
	Voucher Extensions and Expiration	10-10
	Initial Contact with the Receiving PHA.....	10-11
	Sending Documentation to the Receiving PHA	10-11
	Initial Billing Deadline [Notice PIH 2004-12]	10-12
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12]	10-12
	Annual Updates of Form HUD-50058	10-13
	Subsequent Family Moves.....	10-13
	Denial or Termination of Assistance [24 CFR 982.355(c)(9)].....	10-13
	10-II.C. Receiving PHA Role.....	10-14
	Initial Contact with Family.....	10-14
	Briefing.....	10-15
	Income Eligibility and Reexamination	10-15
	Voucher Issuance.....	10-16
	Notifying the Initial PHA	10-17
	Administering a Portable Family's Voucher	10-17
	Absorbing a Portable Family.....	10-20

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. Scheduling Annual Reexaminations.....	11-2
	Notification of and Participation in the Annual Reexamination Process	11-2
	11-I.C. Conducting Annual Reexaminations	11-3
	11-I.D. Determining Ongoing Eligibility Of Certain Students [24 CFR 982.552(b)(5)].....	11-4
	11-I.E. Effective Dates.....	11-5
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 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.....	11-12
	Method of Reporting.....	11-12
	Effective Dates.....	11-12
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT	11-13
	11-III.A. Overview.....	11-13
	11-III.B. Changes In Payment Standards And Utility Allowances	11-13
	Payment Standards [24 CFR 982.505]	11-13
	Subsidy Standards [24 CFR 982.505(c)(4)]	11-14
	Utility Allowances [24 CFR 982.517(d)]	11-14
	11-III.C. Notification Of New Family Share And HAP Amount.....	11-14
	11-III.D. Discrepancies	11-14

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), Pub.L. 109-162]	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 Provide Social Security Documentation [24 CFR 5.218(c)].....	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)].....	12-3
	Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06].....	12-3
	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), Pub.L. 109-162].....	12-6
PART II:	 APPROACH TO TERMINATION OF ASSISTANCE.....	12-9
	12-II.A. Overview.....	12-9
	12-II.B. Method Of Termination [24 CFR 982.552(a)(3)].....	12-9
	12-II.C. Alternatives To Termination Of Assistance	12-9
	Change in Household Composition	12-9
	Repayment of Family Debts	12-9
	12-II.D. Criteria For Deciding To Terminate Assistance.....	12-10
	Evidence	12-10
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]	12-10
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	12-11
	12-II.E. Terminating the Assistance of Domestic Violence, Dating Violence, or Stalking Victims and Perpetrators [Pub.L. 109-162, Pub.L. 109-271].....	12-12
	Victim Documentation.....	12-13
	Terminating the Assistance of a Domestic Violence Perpetrator	12-14
	PHA Confidentiality Requirements	12-14
	12-II.F. Termination Notice [HCV GB, p. 15-7].....	12-15
	Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)]	12-16
	12-II.G. How Termination Of Assistance Affects The HAP Contract And Lease	12-16

Administrative Plan -Table of Contents

PART III: TERMINATION OF TENANCY BY THE OWNER..... 12-17
12-III.A. Overview..... 12-17
12-III.B. Grounds For Owner Termination Of Tenancy
[24 CFR 982.310 and Form HUD-52641-A,
Tenancy Addendum, Pub.L. 109-162] 12-17
 Serious or Repeated Lease Violations 12-17
 Violation of Federal, State, or Local Law 12-17
 Criminal Activity or Alcohol Abuse..... 12-17
 Other Good Cause..... 12-18
12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A,
Tenancy Addendum] 12-19
12-III.D. Deciding Whether To Terminate Tenancy
[24 CFR 982.310(h), Pub.L. 109-162] 12-20
12-III.E. Effect of Tenancy Termination on the Family’s Assistance 12-20
Exhibit 12-1: Statement Of Family Obligations..... 12-21

**Chapter 13
OWNERS**

PART I: OWNERS IN THE HCV PROGRAM 13-3
13-I.A. Owner Recruitment And Retention [HCV GB, pp. 2-4 to 2-6]..... 13-3
 Recruitment..... 13-3
 Retention..... 13-4
13-I.B. Basic HCV Program Requirements 13-5
13-I.C. Owner Responsibilities [24 CFR 982.452, Pub.L. 109-162]..... 13-7
13-I.D. Owner Qualifications 13-8
 Owners Barred from Participation [24 CFR 982.306(a) and (b)]... 13-8
 Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] 13-8
 Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] 13-8
 Owner Actions That May Result in Disapproval of a
 Tenancy Request [24 CFR 982.306(c)] 13-10
 Legal Ownership of Unit 13-11
13-I.E. Non-Discrimination [HAP Contract – Form HUD-52641] 13-11
PART II: HAP CONTRACTS..... 13-13
13-II.A. Overview..... 13-13
13-II.B. HAP Contract Contents 13-14
13-II.C. HAP Contract Payments 13-16
 General..... 13-16
 Owner Certification of Compliance..... 13-16
 Late HAP Payments [24 CFR 982.451(a)(5)] 13-17
 Termination of HAP Payments [24 CFR 982.311(b)]..... 13-17
13-II.D. Breach Of HAP Contract [24 CFR 982.453]..... 13-18
13-II.E. HAP Contract Term And Terminations..... 13-19
13-II.F. Change In Ownership / Assignment Of The HAP Contract
[HUD-52641]..... 13-21

Administrative Plan -Table of Contents

Chapter 14 PROGRAM INTEGRITY

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

Administrative Plan -Table of Contents

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

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605]	15-3
	15-I.A. Overview.....	15-3
	15-I.B. Payment Standard, Utility Allowance, And HAP Calculation	15-3
	15-I.C. Housing Quality Standards (HQS)	15-3
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-5
	15-II.A. Overview.....	15-5
	15-II.B. Payment Standard, Utility Allowance, And HAP Calculation	15-6
	15-II.C. Housing Quality Standards	15-6
PART III:	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4]	15-7
	15-III.A. Overview.....	15-7
	15-III.B. Payment Standard, Utility Allowance, And HAP Calculation	15-7
	15-III.C. Housing Quality Standards	15-8
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-9
	15-IV.I. Overview.....	15-9
	15-IV.B. Payment Standard, Utility Allowance And HAP Calculation	15-9
	15-IV.C. Housing Quality Standards	15-10
PART V:	COOPERATIVE HOUSING [24 CFR 982.619].....	15-11
	15-V.A. Overview.....	15-11
	15-V.B. Payment Standard, Utility Allowance And HAP Calculation	15-11
	15-V.C. Housing Quality Standards	15-11
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624]	15-13
	15-VI.A. Overview.....	15-13
	15-VI.B. Special Policies For Manufactured Home Owners	
	Who Lease A Space.....	15-13
	Family Income	15-13
	Lease and HAP Contract	15-13
	15-VI.C. Payment Standard, Utility Allowance And HAP Calculation	15-14
	Payment Standards.....	15-14
	Utility Allowance.....	15-14
	Space Rent	15-14
	Housing Assistance Payment.....	15-14
	Rent Reasonableness	15-14
	15-VI.D. Housing Quality Standards	15-15

Administrative Plan -Table of Contents

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

Administrative Plan -Table of Contents

**Chapter 16
PROGRAM ADMINISTRATION**

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]	16-3
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES	16-5
	16-II.A. Overview.....	16-5
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-5
	Updating Payment Standards.....	16-6
	Exception Payment Standards [982.503(c)]	16-7
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii)]	16-7
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-8
	Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)]	16-8
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-9
	Air Conditioning.....	16-9
	Reasonable Accommodation	16-9
	Utility Allowance Revisions.....	16-9
PART III:	INFORMAL REVIEWS AND HEARINGS	16-11
	16-III.A. Overview.....	16-11
	16-III.B. Informal Reviews.....	16-11
	Decisions Subject to Informal Review	16-11
	Notice to the Applicant [24 CFR 982.554(a)]	16-12
	Scheduling an Informal Review	16-12
	Informal Review Procedures [24 CFR 982.554(b)]	16-12
	Informal Review Decision [24 CFR 982.554(b)].....	16-13
	16-III.C. Informal Hearings For Participants [24 CFR 982.555, Pub.L. 109-162]	16-14
	Decisions Subject to Informal Hearing.....	16-14
	Informal Hearing Procedures.....	16-16
	16-III.D. Hearing And Appeal Provisions For Non-Citizens [24 CFR 5.514]	16-23
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]	16-23
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-24
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]	16-24
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)]	16-26
	Retention of Documents [24 CFR 5.514(h)]	16-26

Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-27
	16-IV.A. Overview.....	16-27
	16-IV.B. Repayment Policy	16-28
	Owner Debts to the PHA	16-28
	Family Debts to the PHA.....	16-28
	Repayment Agreement [24 CFR 792.103]	16-28
	Repayment Agreement Guidelines	16-28
PART V:	MANAGEMENT ASSESSMENT (SEMAP)	16-31
	16-V.A. Overview.....	16-31
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-32
	HUD Verification Method	16-32
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648]	16-33
	SEMAP Indicators Chart	16-33
PART VI:	RECORD KEEPING	16-37
	16-VI.A. Overview.....	16-37
	16-VI.B. Record Retention [24 CFR 982.158]	16-37
	16-VI.C. Records Management	16-38
	Privacy Act Requirements [24 CFR 5.212 and Form-9886]	16-38
	Upfront Income Verification (UIV) Records	16-38
	Criminal Records	16-39
	Medical/Disability Records	16-39
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-41
	16-VII.A. Overview.....	16-41
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)]	16-41
	16-VII.C. Data Collection And Record Keeping [24 CFR 35.1225(f)]	16-41
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING	16-43
	16-VIII.A. Overview.....	16-43
	16-VIII.B. Methodology	16-43
PART IX:	NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA).....	16-45
	16-IX.A. Notification to Participants [Pub.L. 109-162]	16-45
	16-IX.B. Notification to Applicants	16-45
	16-IX.C. Notification to Owners and Managers [Pub.L. 109-162]	16-45

Administrative Plan -Table of Contents

**Chapter 17
PROJECT-BASED VOUCHERS**

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

Administrative Plan -Table of Contents

PART III:	DWELLING UNITS	17-17
	17-III.A. Overview.....	17-17
	17-III.B. Housing Quality Standards [24 CFR 983.101].....	17-17
	Lead-based Paint [24 CFR 983.101(c)]	17-17
	17-III.C. Housing Accessibility For Persons With Disabilities.....	17-17
	17-III.D. Inspecting Units	17-18
	Pre-selection Inspection [24 CFR 983.103(a)]	17-18
	Pre-HAP Contract Inspections [24 CFR 983.103(b)].....	17-18
	Turnover Inspections [24 CFR 983.103(c)].....	17-18
	Annual Inspections [24 CFR 983.103(d)]	17-18
	Other Inspections [24 CFR 983.103(e)]	17-18
	Inspecting PHA-owned Units [24 CFR 983.103(f)].....	17-18
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS	17-19
	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(c)]	17-19
	Execution of the Agreement [24 CFR 983.153].....	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
PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)	17-23
	17-V.A. Overview.....	17-23
	17-V.B. HAP Contract Requirements	17-23
	Contract Information [24 CFR 983.203]	17-23
	Execution of the HAP Contract [24 CFR 983.204].....	17-24
	Term of HAP Contract [24 CFR 983.205]	17-24
	Remedies for HQS Violations [24 CFR 983.207(b)]	17-25
	17-V.C. Amendments To The HAP Contract.....	17-26
	Substitution of Contract Units [24 CFR 983.206(a)].....	17-26
	Addition of Contract Units [24 CFR 983.206(b)]	17-26
	17-V.D. HAP Contract Year, Anniversary And Expiration Dates [24 CFR 983.206(c) and 983.302(e)]	17-26
	17-V.E. Owner Responsibilities Under The HAP [24 CFR 983.209]	17-27
	17-V.F. Additional HAP Requirements	17-28
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.207(a)]	17-28
	Vacancy Payments [24 CFR 983.352(b)].....	17-28

Administrative Plan -Table of Contents

PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS 17-29

- 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)]..... 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] 17-34
 - PHA Responsibility 17-34
 - Owner Responsibility 17-34

PART VII: OCCUPANCY 17-35

- 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
 - Tenancy Addendum [24 CFR 983.256(d)]..... 17-36
 - Initial Term and Lease Renewal [24 CFR 983.256(f)
and 983.257(b)]..... 17-36
 - Changes in the Lease [24 CFR 983.256(e)]..... 17-36
 - Owner Termination of Tenancy [24 CFR 983.257] 17-37
 - Security Deposits [24 CFR 983.258]..... 17-37
- 17-VII.C. Moves 17-38
 - Overcrowded, Under-Occupied, and Accessible Units
[24 CFR 983.259] 17-38
 - Family Right to Move [24 CFR 983.260] 17-39
- 17-VII.D. Exceptions To The Occupancy Cap [24 CFR 983.261] 17-40

Administrative Plan -Table of Contents

PART VIII: DETERMINING RENT TO OWNER	17-41
17-VIII.A. Overview	17-41
17-VIII.B. Rent Limits [24 CFR 983.301]	17-41
Certain Tax Credit Units [24 CFR 983.301(c)]	17-41
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]	17-42
Redetermination of Rent [24 CFR 983.302]	17-43
PHA-owned Units [24 CFR 983.301(g)]	17-43
17-VIII.C. Reasonable Rent [24 CFR 983.303]	17-44
When Rent Reasonable Determinations are Required	17-44
How to Determine Reasonable Rent	17-44
PHA-owned Units	17-44
Owner Certification of Reasonable Rent	17-45
17-VIII.D. Effect Of Other Subsidy And Rent Control	17-45
Other Subsidy [24 CFR 983.304]	17-45
Rent Control [24 CFR 983.305]	17-45
PART IX: PAYMENTS TO OWNER	17-47
17-IX.A. Housing Assistance Payments [24 CFR 983.351]	17-47
17-IX.B. Vacancy Payments [24 CFR 983.352]	17-47
17-IX.C. Tenant Rent To Owner [24 CFR 983.353]	17-49
Tenant and PHA Responsibilities	17-49
Utility Reimbursements	17-49
17-IX.D. Other Fees And Charges [24 CFR 983.354]	17-50
Meals and Supportive Services	17-50
Other Charges by Owner	17-50

GLOSSARY

TO:

FROM:

The Housing staff has reviewed and updated the Section 8 policy. It is now needs approval by resolution to go into effect.

Having a policy is a HUD requirement and it is lengthy in nature. The updated Section 8 policy is 472 pages long.

Due to its length I am not emailing it to you. I have enclosed a table of contents for reference purposes in case you would like to review a particular subject in it. Also enclosed is the resolution.

If you wish to look at the policy it is available in the Housing office at City hall.

If you have any questions feel free to call me.