

Page	Language
HOTMA Cover Letter	See "HOTMA cover letter" doc
Introduction	
Throughout	remove "Model" from before "Administrative Plan"
27	On September 29, 2023, HUD issued Notice PIH 2023-27 to implement sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). The notice supersedes relevant portions of the guidebook, specifically the chapters on eligibility, denials, and annual reexaminations and interim reexaminations. Where chapters have not been altered by the HOTMA implementation notice, the model policy continues to cite the HCV Guidebook.
27	The HUD website is https://www.hud.gov/ Guidebooks, handbooks, and other HUD resources may be found at the HUDClips website: https://www.hud.gov/program_offices/administratio n/hudclips. (moved up)
28	Remove "Earned Income Disregard FAQ"
28	Add "HOTMA Final Rule" and "HOTMA Implementation Notice, PIH 2023-27"
28	Add "VAWA Resources"
28	Remove "Notice PIH 2018-24," "OMB Circular A 133," "Project Based Voucher Program; Final Rule," and "VAWA Final Rule"
28	Remove "The HUD website is https://www.hud.gov/ . Guidebooks, handbooks and other HUD resources may be found at the HUDClips website: https://www.hud.gov/program_offices/administratio n/hudclips. The new HCV Guidebook may be found at: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/guidebook
CHAPTER 1: Admin Plan Overview	
Throughout	Annual Contributions Contract > ACC

33	On July 29, 2016, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937. Title I of HOTMA contains 14 different sections that impact the public housing and Section 8 programs. The Final Rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA, and for PHAs that administer the public housing program over-income provisions in Section 103, was officially published in the Federal Register on February 14, 2023. On September 29, 2023, HUD issued notice PIH 2023-27, which provided guidance to PHAs on the implementation of the program changes described in the Final Rule.
36	•Maintain the housing unit in accordance with Housing Quality Standards (HQS) National Standards for the Physical Inspection of Real Estate (NSPIRE) and make necessary repairs in a timely manner;
39	•Policies governing the project-basing of vouchers in both the standard Project-Based Voucher (PBV) program (Chapter 17) and the RAD Project-Based Voucher program (Chapter 18); and •Special policies governing any special purpose vouchers issued by the PHA (Chapter 19).
CHAPTER 2: Fair Housing and Equal Opportu	
Throughout	Violence Against Women Reauthorization Act of 2013 > Violence Against Women Act
43	New Header - 2-I.C. DISCRIMINATION COMPLAINTS, with new subheaders

44	In addition, the PHA is required to provide the applicant or participant with information about how to file a discrimination complaint [24 CFR 982.304]. Upon receipt of a housing discrimination complaint, the PHA is required to: Provide written notice of the complaint to those alleged and inform the complainant that such notice was made Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted. Keep records of all complaints, investigations, notices, and corrective actions [Notice PIH 2014-20].
44	In all cases, the PHA will advise the family that they may file a fair housing complaint if the family feels they have been discriminated against under the Fair Housing Act.

44	PHA Policy Applicants or participants who believe that they have been subject to unlawful discrimination may notify the PHA either orally or in writing. Within 10 business days of receiving the complaint, the PHA will investigate and attempt to remedy discrimination complaints made against the PHA. The PHA will also advise the family of their right to file a fair housing complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). The fair housing poster, posted in conspicuous and accessible locations in PHA lobbies, will reference how to file a complaint with FHEO. Within 10 business days of receiving the complaint, the PHA will provide a written notice to those alleged to have violated the rule. The PHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO). The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct an investigation into all allegations of discrimination. Within 10 business days following the conclusion of the PHA's investigation, the PHA will provide the
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44	Complaints under the Equal Access Final Rule [Notice PIH 2014-20] Notice PIH 2014-20 requires an articulated complaint process for allegations of discrimination under the Equal Access Final rule. The Equal Access Final Rule requires that PHAs provide equal access regardless of marital status, gender identity, or sexual orientation. The PHA will be informed on these obligations by the HUD Field Office or FHEO when an Equal Access complaint investigation begins. PHA Policy Applicants or tenant families who believe that they have been subject to unlawful discrimination based on marital status, gender identity, or sexual orientation under the Equal Access Rule may notify the PHA either orally or in writing. Within 10 business days of receiving the complaint, the PHA will provide a written notice to those alleged to have violated the rule. The PHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO). The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct
CHAPTER 3: Eligibility	
57	Meet net asset and property ownership restriction requirements
57	<u>Part III: Denial of Assistance.</u> This part covers factors related to an applicant's past or current conduct (e.g. criminal activity) that can cause the PHA to deny assistance as well as the asset limitation for HCV.

58	24 CFR 5.403 (replacing 982.201(c)) and FR Notice 2/14/23
58	To be eligible for assistance, an applicant must qualify as a family. Family as defined by HUD includes, but is not limited to the following, regardless actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or is at risk of becoming homeless at age 16 or older; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or and the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.
59; throughout	, or human trafficking,
61	3-I.F. DEPENDENTS AND MINORS [24 CFR 5.603] A <i>minor</i> is a member of the family, other than the heads of family or spouse, who is under 18 years of age.

63	3-I.K. FOSTER CHILDREN AND FOSTER ADULTS [24 CFR 5.603] A <i>foster adult</i> is a member of the household who is 18 years of age or older and meets the definition of a foster adult under state law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition, and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. s are usually persons with disabilities, unrelated to the tenant family, who are unable to live alone [24 CFR 5.609]. The term A <i>foster child</i> is a member of the household who meets the definition of a foster child under state law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction. is not specifically defined by the regulations. Foster children and foster adults who are living with an applicant or who have been approved by the PHA to live with a participant family are considered household members but not family members. The income of foster children/adults is not counted in family annual income, and foster children/adults do
66	Using Income Limits for Eligibility [24 CFR 982.201 and Notice PIH 2023-27] Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. Income and net family assets of household members are excluded when determining income eligibility; however, household members are considered for purposes of unit size and subsidy standards. In order to be income eligible, an applicant family must be one of the following:

70	The consent form remains effective until the family is denied assistance, assistance is terminated, or the family provides written notification to revoke consent. The PHA must deny admission to the program if any member of the applicant family fails to sign and submit the consent forms for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552(b)(3) and 24 CFR 5.232(a)]. However, this does not apply if the applicant or participant, or any member of their family, revokes their consent with respect to the ability of the PHA to access financial records from financial institutions, unless the PHA establishes a policy that revocation of consent to access financial records will result in denial or termination of assistance or admission [24 CFR 5.232(c)]. PHA Policy The PHA has established a policy that the family's revocation of consent to allow the PHA to access records from financial institutions will result in denial of admission.
74	3-II.F. EIV SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20; and Notice PIH 2023-27]
75	PHA Policy The PHA will contact the other PHA or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end of participation. The PHA will only approve assistance contingent upon the move-out from the currently occupied assisted unit.
76	A PHA may deny assistance for an applicant because of the family's action or failure to act as described in 24 CFR 982.552 or 982.553.

76	HUD codified this stance on disparate impact and discriminatory effects in a final rule dated March 31, 2023. In doing so, HUD also standardized its long-practiced three-step approach to assessing burdens of proof.
77	3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a) and 24 CFR 982.552(b)(6)]
78	•Any member of the family fails to sign and submit consent forms for obtaining information. •The family does not meet the restrictions on net assets and real property ownership as required by 24 CFR 5.618.

78-79	3-III.C. RESTRICTION ON ASSISTANCE BASED ON ASSETS [24 CFR 5.618] There are two circumstances under which a family is ineligible to receive assistance based on asset ownership. First, assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD). Second, the family has real property that is suitable for occupancy by the family as a residence and the family has: •A present ownership interest in the real property; and •A legal right to reside in the real property; and •The effective legal authority to sell (based on state or local laws of the jurisdiction where the property is located) the real property. However, the real property restriction does not apply in the following circumstances: •Any property for which the family is receiving assistance for a manufactured home under 24 CFR 982.620 or under the HCV Homeownership program; •Any property that is jointly owned by a member of the family and at least one non-household member who does not live with the family, if the non-household member resides at the jointly owned
80	Immediate vicinity means within a three-block or half-mile radius of the premises, whichever is more appropriate for the location. or Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse; or
80	Section 3-III.F and 3-III.G
81	Section 3-III.F and 3-III.G
83	"...at the time of the initial HQS inspection or before...."

86	3-III.HG. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING, AND HUMAN TRAFFICKING The Violence against Women Act of 2013 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying an applicant admission to the HCV program on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant otherwise qualifies for assistance or admission. •Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD’s recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears. Definitions of key terms used in VAWA are provided in section 16-IX of this plan, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located.
CHAPTER 4: Applications	
103	If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, to circumstances beyond the family’s control, as a result of a family member’s disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

105-106	Homeless Preference: Each calendar year, up to 25% of vouchers issued will be dedicated to the homeless preference. Applicants given the homeless preference must meet all of the following criteria: a) Meet the HUD definition of literally homeless, or be currently enrolled in a program whose eligibility criteria is experiencing literal homelessness at time of program enrollment. See definitions section at the end of the Administrative Plan. b) Are referred to the PHA by the local Continuum of Care (CoC) Lead Agency (or its designated representative for providing referrals), with whom the PHA has executed a Memorandum of Understanding (MOU) outlining the provider's responsibilities with respect to providing referrals to the PHA. c) Have participated in the CoC Coordinated Entry System (CES). d) Have received a written commitment from the referring homeless service provider for housing search / location assistance, unless transitioning out of a Permanent Housing (PH), Permanent Supportive Housing (PSH), or Rapid Re-Housing (RRH) program and therefore already reside in housing ("Move On"). The PHA has executed a Memorandum of Understanding with the local CoC Lead Agency that will serve as the primary point of contact for
106	Refer to the external Communications Manual for the PHA's current communications strategy.
CHAPTER 5: Briefings and Voucher Issuance	
118	•The family is responsible for any Housing Quality Standards (HQS) breach by the family deficiencies under the National Standards for the Physical Inspection of Real Estate (NSPIRE) caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal ordinary wear and tear caused by any member of the household or guest. PHA Policy Damages beyond normal ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice.

122	Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request need for accommodation is readily apparent or otherwise known.
CHAPTER 6: Income and Subsidy Determinat	
126	•Part I: Annual Income. HUD regulations specify the sources of income to include and which are excluded from the family's annual income to arrive at a family's annual income. These requirements and PHA policies for calculating annual income are found in Part I. •Part II: Assets. HUD regulations specify the types of assets which are excluded from a family's annual income. These requirements and PHA policies for calculating income from assets are found in Part II. •Part III: Adjusted Income. Once annual income has been established HUD regulations require the PHA to subtract from annual income any of five mandatory deductions for which a family qualifies and allow the PHA to adopt additional permissive deductions. These requirements and PHA policies for calculating adjusted income are found in Part III. •Part IVIV: Calculating Family Share and PHA Subsidy. This part describes the statutory formula for calculating total tenant payment (TTP), the use of utility allowances, and the methodology for determining PHA subsidy and required family payment.

127	6-I.A. OVERVIEW [24 CFR 5.609] The general regulatory definition of annual income shown below is from 24 CFR 5.609. 5.609 Annual income. (a) Annual income means all amounts, monetary or not, which: (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and (3) Which are not specifically excluded in paragraph [5.609(c)]. (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access. Annual income includes: • All amounts, not specifically excluded in 24 CFR 5.609(b); • All amounts received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse; • Unearned income by or on behalf of each dependent who is under 18 years of age; and • Imputed returns of an asset based on the current
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127-128	Overview Income received by all family members must be counted unless specifically excluded by the regulations. It is the responsibility of the head of household to report changes in family composition in accordance with HUD regulations and PHA policies in Chapter 11. The rules on which sources of income are counted vary somewhat by family member. The chart below summarizes how family composition affects income determinations. Summary of Income Included and Excluded by Person Live-in aidesIncome from all sources (both earned and unearned) is excluded [24 CFR 5.609(be)(85)]. Foster child or foster adultIncome from all sources (both earned and unearned) is excluded [24 CFR 5.609(be)(82)]. Head, spouse, or cohead Other adult family membersAll sources of income not specifically excluded by the regulations are included [24 CFR 5.609(a)]. Children under 18 years of ageMinors Employment Earned income of children under 18 years of age is excluded [24 CFR 5.609(be)(31)]. All other sources of unearned income, except those specifically excluded by the regulations, are included
128	Temporarily Absent Family Members The current regulations governing annual income do not specifically address temporarily absent family members. The regulations also do not define “temporarily” or “permanently” absent or specify a timeframe associated with a temporary versus a permanent absence.The income of family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit [HCV GB, p. 5-18]. PHA Policy Unless specifically excluded by the regulations, the income of all family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit.

129	Children temporarily absent from the home as a result of placement in foster care (as confirmed by the state child welfare agency) are considered members of the family [24 CFR 5.403].
129	PHA Policy If a child has been placed in foster care, the PHA will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will continue to be counted as a family member.
130-131	6-I.C. CALCULATING ANNUAL INCOME
131-132	6-I.D. EARNED INCOME
133-134	6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES
134-135	6-I.F. BUSINESS AND SELF-EMPLOYMENT INCOME

136-141	6-I.G. STUDENT FINANCIAL ASSISTANCE
removed; refer to current policy	6-I.G. ASSETS
141-144	6-I.H. PERIODIC PAYMENTS
144-145	6-I.I. NONRECURRING INCOME
removed; refer to current policy	6-I.I. PAYMENTS IN LIEU OF EARNINGS
145-146	6-I.J. WELFARE ASSISTANCE

removed; refer to current policy	6-I.K. PERIODIC AND DETERMINABLE ALLOWANCES
removed; refer to current policy	6-I.L. STUDENT FINANCIAL ASSISTANCE
146	6-I.K. STATE PAYMENTS TO ALLOW INDIVIDUALS WITH DISABILITIES TO LIVE AT HOME
146-147	6-I.L. CIVIL RIGHTS SETTLEMENTS
147-151	6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

152	6-II.A. OVERVIEW
152-153	6-II.B. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE
154-160	6-II.C. ASSET INCLUSIONS AND EXCLUSIONS
160-162	6-II.D. DETERMINING INCOME FROM ASSETS
163-164	6.III.A. INTRODUCTION
164	6.III.B. DEPENDENT DEDUCTION

164	6.III.C. ELDERLY OR DISABLED FAMILY DEDUCTION
164-165	6.III.D. HEALTH AND MEDICAL CARE EXPENSES DEDUCTION
165-167	6.III.E. DISABILITY ASSISTANCE EXPENSES DEDUCTION
167-169	6.III.F CHILD CARE EXPENSE DEDUCTION
170-174	6.III.G. HARDSHIP EXEMPTIONS
172	Refer to the external Communications Manual for the PHA's current communications strategy.
174	Refer to the external Communications Manual for the PHA's current communications strategy.

174	Refer to the external Communications Manual for the PHA's current communications strategy.
175	6.III.H. PERMISSIVE DEDUCTIONS
179-181	6-IV.D. APPLYING UTILITY ALLOWANCES
removed; refer to current policy	EXHIBIT 6-1: ANNUAL INCOME INCLUSIONS
182-186	EXHIBIT 6-1: ANNUAL INCOME FULL DEFINITION
187	EXHIBIT 6-2: TREATMENT OF FAMILY ASSETS
removed; refer to current policy	EXHIBIT 6-4: EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES
CHAPTER 7: Verification	
190	Notice PIH 2018-18 2023-27
190	The PHA will must follow the verification...

190	PHA Policy Verifications will be accepted by the PHA in the following hierarchy of preference: 1.Submitted to the PHA's Housing Portal at the time of annual or interim recertification 2.Emailed to SendToACOH@albemarle.org 3.Mailed to the PHA via United States Postal Service 4.Delivered in person to the PHA 5.Faxed to the PHA
191-192	7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION
191	Refer to the external Communications Manual for the PHA's current communications strategy.

192-195	7-I.B. USE OF OTHER PROGRAMS' INCOME DETERMINATIONS
192	Refer to the external Communications Manual for the PHA's current communications strategy.
195-196	7-I.C. STREAMLINED INCOME DETERMINATIONS

196-197	7-I.D. VERIFICATION HIERARCHY
197-201	7-I.E. LEVEL 5 AND 6 VERIFICATION
201-202	7-I.F. LEVEL 4 VERIFICATION

202-203	7-I.G. LEVEL 3 VERIFICATION: WRITTEN, THIRD-PARTY FORM
203	Refer to the external Communications Manual for the PHA's current communications strategy.
203-204	7-I.H. LEVEL 2: ORAL THIRD-PARTY VERIFICATION
204-205	7-I.I. LEVEL 1: NON-THIRD-PARTY VERIFICATION TECHNIQUE: SELF-CERTIFICATION

206-209	7-II.B. SOCIAL SECURITY NUMBERS
214-215	Homeless Preference: Applicants given the homeless preference must meet all of the following criteria: a) Meet the HUD definition of literally homeless, or be currently enrolled in a program whose eligibility criteria is experiencing literal homelessness at time of program enrollment. See definitions section at the end of the Administrative Plan. b) Are referred to the PHA by the local Continuum of Care (CoC) Lead Agency (or its designated representative for providing referrals), with whom the PHA has executed a Memorandum of Understanding (MOU) outlining the provider's responsibilities with respect to providing referrals to the PHA. c) Have participated in the CoC Coordinated Entry System (CES). d) Have received a written commitment from the referring homeless service provider for housing search / location assistance, unless transitioning out of a Permanent Housing (PH), Permanent Supportive Housing (PSH), or Rapid Re-Housing (RRH) program and therefore already residing in housing ("Move On"). The PHA has executed a Memorandum of Understanding with the local CoC Lead Agency that will serve as the primary point of contact for communicating homeless referrals to the PHA. The PHA reserves the right to establish additional MOUs as necessary to ensure that homeless applicants have the opportunity to apply for housing assistance under this preference. If it is determined that an applicant referred by a
215	Victims of Domestic Violence: This preference is available to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

217	PHA Policy The following policies do not apply when the PHA uses a safe harbor income determination from a means-tested federal assistance program.
217	7-III.A. EARNED INCOME
217-218	7-III.B. BUSINESS AND SELF EMPLOYMENT INCOME
218-219	7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS

219	7-III.D. ALIMONY OR CHILD SUPPORT
219-220	7-III.E. NONRECURRING INCOME
220-221	7-III.F. ASSETS AND INCOME FROM ASSETS

221-222	7-III.G. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE
222	7-III.I. FEDERAL TAX REFUNDS OR REFUNDABLE TAX CREDITS
222	7-III.J. RETIREMENT ACCOUNTS
223	7-III.K. INCOME FROM EXCLUDED SOURCES
223-224	7-III.L. ZERO INCOME STATUS REVIEWS

224	7.III.M. STUDENT FINANCIAL ASSISTANCE
226; throughout section	See Chapter 6 (6-IV.B.) for a full discussion of this deduction.
226-228	7-IV.B. HEALTH AND MEDICAL CARE EXPENSE DEDUCTION
228-230	7-IV.C. DISABILITY ASSISTANCE EXPENSES

CHAPTER 8: HQS	
233	HOUSING QUALITY NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE AND RENT REASONABLENESS DETERMINATIONS [24 CFR 982.5 Subpart G and 24 CFR 982.507 Notice PIH 2023-28]
233	INTRODUCTION
234	PART I: PHYSICAL PART I: NSPIRE STANDARDS
234	NSPIRE standards are published on HUD’s NSPIRE website as well as in the NSPIRE Final Rule [FR Notice 5/11/2023].
234	8-I.A. INSPECTABLE AREAS

234	8-I.B. AFFIRMATIVE HABITABILITY REQUIREMENTS
234-235	8-I.C. MODIFICATIONS TO PROVIDE ACCESSIBILITY
235	8-I.D. ADDITIONAL LOCAL REQUIREMENTS

235-237	8-I.E. LIFE-THREATENING CONDITIONS DEFICIENCIES
238	8-I.F. OWNER AND FAMILY RESPONSIBILITIES
238-239	8-I.G. LEAD-BASED PAINT
239	8-I.H. VIOLATION OF SPACE STANDARDS

240	(or triennially for small rural PHAs as defined in 24 CFR 982.305(b)(2)), depending on PHA policy, to confirm that the unit still meets HQS NSPIRE standards . The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.
240	For information on the inspection of PHA-owned units in the PBV program, see Chapters 17 and 18.
240	Inspection Costs [Notice PIH 2016-05; 24 CFR 5.705(d)]
241; throughout	The PHA will not conduct any HQS inspection using RVI.
242	8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(A)] Initial Inspections Approving Units [FR Notice 1/18/17; Notice PIH 2017-20; and 24 CFR 982.406] HUD regulations require that units assisted under the HCV program be inspected to determine that the units meet NSPIRE standards before the PHA approves assisted tenancy. However, while the PHA is required to conduct an inspection prior to approving assisted tenancy, PHAs have two options for bringing units under HAP contract (or, in the case of PBV, approving occupancy and the execution of a lease) more quickly. The PHA may, but is not required to, approve assisted tenancy and start HAP if the unit: •Fails the initial inspection, but only if no life-threatening deficiencies are identified. •Passed an alternative inspection in the last 24 months. The PHA may, but is not required to, approve assisted tenancy and start HAP if the unit fails HQS inspection, but only if the deficiencies identified are non life threatening. Further, the PHA may, but is not required to, authorize occupancy if a unit passed an alternative inspection in the last 24 months.Otherwise, if neither of the above provisions are adopted, the PHA must determine that the unit the family selects meets NSPIRE

242	Timing of Initial Inspections [24 CFR 982.395(b)(2)(i)]
242	The 15-day period is suspended for any period during which the unit is not available for inspection. [982.305(b)(2)] .
242	Refer to the external Communications Manual for the PHA's current communications strategy.
242	For new units proposed for the HCV program, life-threatening deficiencies must be resolved before the HAP contract is executed and the family moves into the unit.
243	PHA Policy If any HQS violations deficiencies are identified, the owner will be notified of the deficiencies and be given 30 days to correct them. If requested by the owner, the time frame for correcting the deficiencies may be extended by the PHA for good cause. The PHA will reinspect the unit within five business days of the date the owner notifies the PHA that the required corrections have been made. Refer to the external Communications Manual for the PHA's current communications strategy. If the owner decides to lease a different unit to the family instead of making repairs to the original unit, a new RFTA and proposed lease for the new unit must be submitted to the PHA. PHA review of the new RFTA and proposed lease follows the policy stated in Chapter 9. As with the original submission, corrections to the new RFTA, new proposed lease, or both must be submitted to the PHA within five business days of notification to the family and the owner. If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit.
243	Refer to the external Communications Manual for the PHA's current communications strategy.

243	PHA Policy If utility Utility service is not must be available for testing at the time of the initial inspection. , the PHA will allow the utilities to be placed in service after the unit has met all other HQS requirements. The PHA will reinspect the unit to confirm that utilities are operational before the HAP contract is executed by the PHA.
243	Appliances [Form HUD-52580]
244	HUD requires the PHA to inspect each unit under HAP contract at least biennially (or triennially for small rural PHAs), to confirm that the unit still meets NSPIRE standards. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.
244	If a participant family or government official reports a life-threatening condition which the owner would be required to repair within 24 hours, the PHA must inspect the unit within 24 hours of notification.
245	Correction Timeframes Each deficiency is identified in the NPSIRE standards as either life-threatening, severe, moderate, or low. For units under HAP contract, life-threatening deficiencies must be corrected within 24 hours after notice has been provided. All other non-life-threatening deficiencies (severe and moderate) must be corrected within 30 days (or a PHA-approved extension) after notice has been provided. If low deficiencies are present in a unit, these deficiencies result in a pass and would only be noted by the inspector for informational purposes.

245-246	Notification of Corrective Actions The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies HQS failures deficiencies, the PHA will determine (1) whether or not the failure is a life-threatening condition and (2) whether the family or owner is responsible. PHA Policy When life-threatening conditions deficiencies are identified, the PHA will immediately notify both parties by telephone or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the PHA's notice. When failures that are not life-threatening severe or moderate are identified, the PHA will send the owner and the family a written notification of the inspection results within five business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally, not more than 30 days will be allowed for the correction. If low deficiencies are identified, these deficiencies will only be noted for informational purposes. The notice of inspection results will inform the owner that if life-threatening conditions are not
246	Extensions For conditions that are life-threatening life-threatening deficiencies, the PHA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening severe or moderate, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate. [24 CFR 982.404] appropriate.
247	The PHA will not accept self-certification of repairs. Photos or other documentation of repairs will not be accepted in lieu of a reinspection.
247	HQS failures deficiencies

247	8-II.H. ENFORCING FAMILY COMPLIANCE WITH HQS [24 CFR 982.404(b)] Families are responsible for correcting any HQS-violationsdeficiencies listed in paragraph 8.I.D. If the family fails to correct a violation within the period allowed by the PHA (and any extensions), the PHA will terminate the family's assistance, according to the policies described in Chapter 12. If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.
250	All rents adjustments will be effective the first of the month following 60-90 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later. The PHA will require that owners submit requests using the Rent Increase Request Form and will encourage owners to submit their requests to SendToACOH@albemarle.org.
263	EXHIBIT 8-1: AFFIRMATIVE HABITABILITY REQUIREMENTS
removed; refer to current policy	EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS
removed; refer to current policy	EXHIBIT 8-2: SUMMARY OF TENANT PREFERENCE AREAS RELATED TO HOUSING QUALITY
CHAPTER 9: GENERAL LEASING POLICIES	
264	•The unit must be inspected by the PHA and meet the Housing Quality Standards (HQS)National Standards for the Physical Inspection of Real Estate (NSPIRE) [24 CFR 982.305(a)]
267	Refer to the external Communications Manual for the PHA's current communications strategy.

268-269	Housing Quality Standards (HQS) NSPIRE Standards [24 CFR 982.305 and 24 CFR 982.401] Notice PIH 2023-28] In order to be eligible, the dwelling unit must be in decent, safe and sanitary safe and habitable condition. This determination is made using HUD's Housing Quality Standards (HQS) National Standards for the Physical Inspection of Real Estate (NSPIRE) and/or equivalent state or local standards approved by HUD. See Chapter 8 for a full discussion of the HQS NSPIRE standards, as well as the process for HQS inspection at initial lease-up. Unit Size In order to be eligible, the dwelling unit must be appropriate for the number of persons in the household. A family must be allowed to lease an otherwise acceptable dwelling unit with fewer bedrooms than the number of bedrooms stated on the voucher issued to the family, provided the unit meets the applicable HQS space requirements [24 CFR 982.402(d) 5.703(d)(5)]. The family must be allowed to lease an otherwise acceptable dwelling unit with more bedrooms than the number of bedrooms stated on the voucher issued to the family. See Chapter 5 for a full discussion of subsidy standards.
272	Refer to the external Communications Manual for the PHA's current communications strategy.
273	Refer to the external Communications Manual for the PHA's current communications strategy.
274	Refer to the external Communications Manual for the PHA's current communications strategy.

275	PHA Policy Where the owner is requesting a rent increase, the PHA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing. Refer to the external Communications Manual for the PHA's current communication strategy. Rent increases will go into effect on the first of the month following the 6090-day period after the owner notifies the PHA of the rent change or on the date specified by the owner, whichever is later. The PHA will require that owners submit requests using the Rent Increase Request Form and will encourage owners to submit their requests to SendToACOH@albemarle.org.
CHAPTER 10: MOVING AND PORTS	
278	If the PHA does not have sufficient funding for continued assistance, but the family must move from their unit (e.g., the unit failed HQSinspection), the family may move to a higher cost unit if the move is within the PHA's jurisdiction.
279	Refer to the external Communications Manual for the PHA's current communications strategy.
283	Refer to the external Communications Manual for the PHA's current communications strategy.

PHA Policy

The initial PHA will approve no extensions to a voucher issued to an applicant or participant family porting out of the PHA's jurisdiction except under the following circumstances: (a) the initial term of the voucher will expire before the portable family will be issued a voucher by the receiving PHA, (b) the family decides to return to the initial PHA's jurisdiction and search for a unit there, or (c) the family decides to search for a unit in a third PHA's jurisdiction. In such cases, the policies on voucher extensions set forth in Chapter 5, section 5-II.E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.

~~To receive or continue receiving assistance under the initial PHA's voucher program, a family that moves to another PHA's jurisdiction under portability must be under HAP contract in the receiving PHA's jurisdiction within 90 days following the expiration date of the initial PHA's voucher term (including any extensions). (See below under "Initial Billing Deadline" for one exception to this policy.)~~

286	PHA Policy In addition to these documents, the PHA will provide the following information, if available, to the receiving PHA: Port-Out Form, to be completed and returned Social security numbers (SSNs) Documentation of SSNs for all nonexempt household members whose SSNs have not been verified through the EIV system Documentation of legal identity Documentation of citizenship or eligible immigration status Documentation of participation in the earned income disallowance (EID) benefit Documentation of participation in a family self-sufficiency (FSS) program If applicable, information related to the family's health and medical care and disability assistance expense phased-in hardship exemption, including what stage the family is in and how many months remain in that phase-in stage
287	If the PHA has not received an initial billing notice from the receiving PHA within the billing deadline and does not intend to honor the late billing, it will contact the receiving PHA to inform them that it will not honor a late billing submission and will return any subsequent billings that it receives on behalf of the family. In this case, the PHA will send the receiving PHA a written confirmation of its decision by mail. Refer to the external Communications Manual for the PHA's current communications strategy.
288	The initial PHA will pay the receiving PHA via check sent via U.S. Postal Service or direct deposit electronic payment.
292	PHA Policy The PHA will send its initial billing notice by fax or email, if necessary, to meet the billing deadline. but will also send the notice by regular mail. Refer to the external Communications Manual for the PHA's current communications strategy.

292	PHA Policy The PHA will send a copy of the updated HUD-50058 by regular mail no later than 10 business days after the effective date of the reexamination. Refer to the external Communications Manual for the PHA's current communications strategy.
294	Refer to the external Communications Manual for the PHA's current communications strategy.
294	Refer to the external Communications Manual for the PHA's current communications strategy.
CHAPTER 11: REEXAMINATIONS	
295	Part IV: Non-Interim Reexamination Transaction. This part describes transactions that do not entail changes to the family's adjusted income.
296	Unlike when performing an interim reexamination or at intake, at annual reexamination, the PHA must determine the income of the family for the previous 12-month period, except where the PHA uses a streamlined income determination. Income from assets, however, is always anticipated, irrespective of the income examination type [Notice PIH 2023-27]. PHAs also have the option of using a "safe harbor" income verification from another federal means-tested program to verify gross annual income. Chapter 7 contains the PHA's policies related to streamlined income determinations and the use of safe harbor income verifications.
removed; refer to current policy	11-I.B. STREAMLINED ANNUAL REEXAMINATIONS
298	The required information will include PHA-designated reexamination forms, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or forms related to the family's income, expenses, and family composition.

299	If adding a new family member to the unit causes overcrowding according to the housing quality standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible.
299	Section 327 of Public Law 109-115 established new restrictions on the ongoing eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education.
300-301	11-I.E. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION
303	PART II: INTERIM REEXAMINATIONS [24 CFR 982.516; Notice PIH 2023-27]

303	11-II.A. OVERVIEW
303-305	11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

305-308	11-II.C. CHANGES AFFECTING INCOME OR EXPENSES
305	Families are required to report decreases in adjusted income through the Housing Portal.
306	Families will be required to report changes through the Housing Portal.
307	The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period, except in the following circumstance: families will not be required to report increases in earned income between annual recertifications.

307-308	The family must notify the PHA of changes through the Housing Portal. Within 10 business days of the family reporting the change, the PHA will determine whether the change will require an interim reexamination. If the change will not result in an interim reexamination, the PHA will note the information in the tenant file but will not conduct an interim reexamination. The PHA will send the family written notification within 10 business days of making this determination informing the family that the PHA will not conduct an interim reexamination. If the change will result in an interim reexamination, the Housing Portal will determine the documentation the family will be required to submit based on the type of change reported and PHA policies in Chapter 7. The PHA will ask the family to report changes in all aspects of adjusted income at this time. The family should submit verification documents at time of notice but must submit any required information or documents within 10 business days of receiving a request from the PHA. This time frame may be extended for good cause with PHA approval. Refer to the hierarchy in the Introduction of this chapter for the PHA's current submission strategy. <u>The PHA will conduct the interim within a reasonable</u>
308	Refer to the external Communications Manual for the PHA's current communications strategy.
removed; refer to current policy	11-II.D. PROCESSING THE INTERIM REEXAMINATION
309	For retroactive changes or changes made after a subsidy payment has been made to a landlord, the PHA will not recapture the overpaid subsidy, nor will it pay the tenant for the amount of rent they have overpaid, but will, instead, require the landlord to credit the family for any portion of overpaid subsidy.

308-309	11-II.D. EFFECTIVE DATES
309	Refer to the external Communications Manual for the PHA's current communications strategy.
311	Refer to the external Communications Manual for the PHA's current communications strategy.
313	PART IV: NON-INTERIM REEXAMINATION TRANSACTIONS
314-321	EXHIBIT 11-1: CALCULATING INCOME AT ANNUAL REEXAMINATION
CHAPTER 12: Termination	

327	As discussed further in section 12-II.E, the Violence against Women Act of 2013 explicitly prohibits PHAs from considering incidents of, or criminal activity directly related to, domestic violence, dating violence, sexual assault, or stalking, or human trafficking as reasons for terminating the assistance of a victim of such abuse.
327	Any family member has been terminated or evicted from federally assisted housing in the last three five years.
333	Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.
333	PHAs and owners may not coerce, intimidate, threaten, interfere with, or retaliate against any person who exercises or assists or encourages a person to exercise any rights or protections under VAWA [FR Notice 1/4/23].
335	This means that the PHA must follow the same rules when terminating assistance to an individual as it would when terminating the assistance of an entire family [FR Notice 3/16/07 Federal Register notice on the applicability of VAWA to HUD programs].
336	VAWA 2013 expands notification requirements to requires PHAs to provide notice of VAWA rights and the HUD 5382 form when a PHA terminates a household's housing benefits.

342	•The family is responsible for any Housing Quality Standards (HQS) breach deficiencies under the National Standards for the Physical Inspection of Real Estate (NSPIRE) by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal ordinary wear and tear caused by any member of the household or guest. PHA Policy Damages beyond normal ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice.
CHAPTER 13: Owners	
348; throughout	The selected unit must meet HUD's Housing Quality Standards (HQS) National Standards for the Physical Inspection of Real Estate (NSPIRE) and/or equivalent state or local standards approved by HUD [24 CFR 982.305(a)]. The PHA will inspect the owner's dwelling unit at least annually biennially to ensure that the unit continues to meet HQS inspection requirements. See chapter Chapter 8 for a discussion of the HQS NSPIRE standards and policies for HQS inspections at initial lease-up and throughout the family's tenancy.
349	•Complying with the Violence against Women Reauthorization Act of 2013 Act (VAWA) when screening prospective HCV tenants or terminating the tenancy of an HCV family [{see 24 CFR Part 5, Subpart L; 24 CFR 982.310(h)(4); and 24 CFR 982.452(b)(1); and FR Notice 1/4/23}]

360	PHA Policy Generally, the HAP contract terminates at the end of the calendar month that follows the calendar month in which the PHA gives written notice to the owner. The PHA cannot make any HAP payment for any month after the month the family vacates the unit. The owner is not entitled to any housing assistance payment after this period and must return to the PHA any housing assistance payment received after this period. In all cases, the HAP contract terminates at the end of the calendar month that follows the calendar month in which the PHA gives written notice to the owner. The owner is not entitled to any housing assistance payment after this period and must return to the PHA any housing assistance payment received after this period. Refer to the external Communications Manual for the PHA's current communication strategy.
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CHAPTER 14: Program Integrity

364	PHAs are required to use the EIV system in its entirety at annual reexamination in accordance with HUD administrative guidance [24 CFR 5.233].
368	Refer to the external Communications Manual for the PHA's current communications strategy.

371-372	De Minimis Errors [24 CFR 5.609(c)(4)] The PHA will not be considered out of compliance when making annual income determinations solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (\$360 in annual adjusted income) per family. PHAs must take corrective action to credit or repay a family if the family was overcharged rent, including when PHAs make de minimis errors in the income determination. Families will not be required to repay the PHA in instances where the PHA miscalculated income resulting in a family being undercharged for rent. PHAs state in their policies how they will repay or credit a family the amount they were overcharged as a result of the PHA's de minimis error in income determination. PHA Policy The PHA will reimburse a family for any family overpayment of rent, regardless of whether the overpayment was the result of staff-caused error, staff program abuse, or a de minimis error. Repayment to the PHA Neither a family nor an owner is required to repay an overpayment of subsidy if the error or program
CHAPTER 15: Special Housing Types	
374	Unless specifically modified by the regulations, NSPIRE standards apply to special housing types (Single Room Occupancy, Congregate Housing, Group Homes, Shared Housing, Manufactured Homes, Homeownership units) [Notice PIH 2023-28].
374	However, policy language is included in this chapter where relevant in the event the PHA does grant use as a reasonable accommodation.
376	For SRO housing, 24 CFR 5.703(d) only applies to the extent that the SRO unit contains the room or facility referenced in 24 CFR 5.703(d).

377	Congregate housing is not subject to the requirement that the dwelling unit must have a kitchen area. In place of the NSPIRE standards related to food preparation and refuse disposal
379; throughout	prorata > pro rata
380	The entire unit must comply with HQS NSPIRE requirements described in Chapter 8 except for the requirements standards that relate to sanitary facilities, food preparation and refuse disposal, space and security, structure and materials, and site and neighborhood and stated below.
382	PHA Policy The PHA will provide information to families regarding the shared housing option, including a listing to families of any known for-profit or nonprofit shared housing matching services in the community at briefing, and upon request. Families will be advised they can conduct their own internet search. Families will be cautioned to not enter into any rental agreement or pay any deposit or rental payment until the tenancy is approved by the PHA.
383	PHA Policy The PHA will work with local jurisdictions as necessary to identify solutions consistent with fair housing laws and will inform HUD if the PHA encounters barriers to shared housing that conflict with fair housing laws.
390	PHA Policy The PHA has instituted a minimum homeowner down payment requirement of at least three percent of the purchase price and requires that at least one percent of the purchase price come from the family's personal resources.
390	PHA Policy The PHA will offer the monthly homeownership assistance payments to qualified families.

391	PHA Policy The PHA will not establish a higher minimum income standard for disabled and/or non-disabled families.
391	PHA Policy Families will be considered “continuously employed” if the break in employment does not exceed four months. The PHA will count self-employment in a business when determining whether the family meets the employment requirement.
391-392	PHA Policy The PHA will impose additional eligibility requirements. To be eligible to participate in the homeownership option, families must meet the following criteria: The family has had no family-caused violations of HUD’s Housing Quality standards within the past year. The family is not within the initial one-year period of a HAP Contract. The family owes no money to the PHA. The family has not committed any serious or repeated violations of a PHA-assisted lease within the past year.

392	PHA Policy The PHA will administer up to five new homeownership units per year. The PHA may exceed the number of units planned per year if it is necessary as a reasonable accommodation for a person with a disability. If this occurs, the PHA may reduce the number of homeownership units offered in subsequent years. Families who have been participating in an economic self-sufficiency program for at least six months, or have graduated from such a program, will be given preference over other families. Elderly and disabled families will automatically be given this preference. Within preference and non-preference categories, families will be selected according to the date and time their application for participation in the homeownership option is submitted to the PHA. All families must meet eligibility requirements as defined in Section 15-VII.B. of this plan.
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394	PHA Policy The family will be allowed 120 days to identify a unit and submit a sales contract to the PHA for review. The family will be allowed an additional 120 days to close on the home. PHAs may grant extensions to either of these periods for good cause. The length of the extension(s) will be determined on a case-by-case, but in no case will an extension exceed a total of 125 days. The maximum amount of time a family will be given to locate and complete the purchase of a home under the homeownership option is 365 days. During these periods, the family will continue to receive HCV rental assistance in accordance with any active lease and HAP contract until the family vacates the rental unit for its purchased home. All requests for extensions must be submitted in writing to the PHA prior to the expiration of the period for which the extension is being requested. The PHA will approve or disapprove the extension request within 10 business days. The family will be notified of the PHA's decision in writing. The family will be required to report their progress on locating and purchasing a home to the PHA every 30 days until the home is purchased. If the family cannot complete the purchase of a unit <u>within the maximum required time frame, and is not</u>
395	PHA Policy Families will not be required to participate in ongoing counseling after commencement of homeownership assistance.
395	PHA Policy When the family locates a home they wish to purchase and submits a copy of their purchase offer/contract, the PHA will conduct an NSPIRE inspection within 10 business days. Any items found not to meet NSPIRE must be repaired before the unit can be determined eligible for the homeownership program.

396	PHA Policy The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. This inspector must be a member of the American Society of Home Inspectors (ASHI) or other recognized professional society, or a licensed engineer. The inspector cannot be a PHA employee or contractor.
396	PHA Policy The PHA will review the professional report in a timely fashion and, based on the presence of major physical problems, may disapprove the purchase of the home. If the PHA disapproves the purchase of a home, the family will be notified in writing of the reasons for the disapproval. While the family is receiving homeownership assistance, the PHA will conduct an inspection every other year. Refer to the external Communications Manual for the PHA's current communications strategy.

397	PHA Policy As a check against predatory lending, the PHA will review the financing of each purchase transaction, including estimated closing costs. The PHA will review the loans for concerning terms, such as balloon payments, which are prohibited. The PHA also will not approve “seller financing” or “owner-held” mortgages. Beyond these basic criteria, the PHA will rely on the lenders to determine that the loan will be affordable to program participants. The mortgage the family applies for must require a minimum down payment of at least three percent of the sales price with one percent of the down payment coming from the purchaser’s personal funds. The PHA will not require that the family have any more than the minimum of one percent of their own money in the transaction. However, in cases where a lender is requiring a larger amount, the family may be held to the underwriting guidelines set by their lending institution. The PHA will approve a family’s request to utilize its Family Self-Sufficiency escrow account after final disbursement for down payment and/or closing costs when purchasing a unit under the HCV homeownership option.
398	PHA Policy Any inspection the PHA conducts after the initial inspection will be done on an advisory basis. The family will be encouraged to make the repairs, but will not be required to do so as a condition of ongoing assistance.

400-401	PHA Policy The PHA will use the following amounts for homeownership expenses: Monthly homeownership payment. This includes principal and interest on initial mortgage debt, taxes and insurance, public assessments, and any mortgage insurance premium, if applicable. Utility allowance. The PHA's utility allowance for the unit, based on the current HCV utility allowance schedule. Monthly maintenance/major repair/replacement allowance. A single monthly maintenance/repair/replacement allowance will be provided at \$120 per month. Monthly co-op/condominium assessments. If applicable, the monthly amount of co-op or condominium association operation and maintenance assessments. Monthly principal and interest on debt for improvements. Principal and interest for major home repair, replacements, or improvements, if applicable. Land lease payments. Land lease payments where a family does not own fee title to the real property on which the home is located.
401	PHA Policy The PHA's housing assistance payment will be paid directly to the family. It will be the family's responsibility to make the entire payment to the lender. The PHA may make an exception if the family requests the payment to go directly to the lender, and this arrangement is acceptable to the mortgage company. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

402	PHA Policy For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with PHA policies in Chapter 10. The PHA will not require additional counseling of any families who move with continued assistance.
403	PHA Policy In order for the PHA to consider granting relief from the requirement to automatically terminate homeownership assistance 180 days following the PHA's last housing assistance payment on behalf of the family, the family must submit a written request to the PHA at least 30 days prior to the date of automatic termination. The request must include an explanation of the circumstances that will cause an extreme hardship for the family (e.g., the imminent loss of income or employment) as well as documentation supporting the request. The PHA will determine on a case-by-case basis whether to grant relief from the requirement and for what period of time. In no case will the PHA postpone termination beyond an additional 90 days.

403	PHA Policy The PHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations listed in Section 1, as well as for any of the reasons listed in Section 2 of form HUD-52649, Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program. In making its decision to terminate homeownership assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance. Termination notices will be sent in accordance with the requirements and policies set forth in Section 12-II.F.
CHAPTER 16: Program Administration	
406	Copies of the payment standard and utility allowance schedules are available for review in the PHA's offices during normal business hours. They are also available for review on the PHA's website.
409	The family share's TTP would otherwise exceed 40 percent of adjusted monthly income; and

410-411	Reasonable Accommodation and Individual Relief Upon request from a family that includes a person with disabilities, the PHA must approve a utility allowance which is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible and usable by the family member with a disability [24 CFR 982.517(e)]. HCV program regulations require a PHA to approve a utility allowance amount higher than shown on the PHA's schedule if a higher allowance is needed as a reasonable accommodation for a family member with a disability. For example, if a family member with a disability requires such an accommodation, the PHA will approve an allowance for air conditioning, even if the PHA has determined that an allowance for air conditioning generally is not needed. (See Chapter 2 for policies regarding the request and approval of reasonable accommodations). Further, the PHA may grant requests for relief from charges in excess of the utility allowance on reasonable grounds, such as special needs of the elderly, ill, or residents with disabilities, or special factors not within control of the resident, as the PHA deems appropriate. The family must request the higher allowance and provide the PHA with an
411	The PHA must review its schedule of utility allowances each year, and must revise the schedule if there has been a change of 10 percent or more in any utility rate since the last time the allowance for that utility was revised [24 CFR 982.517(c)(1)].
413	A PHA determination that the unit is not in accordance with the HQS due to family size or composition does not meet space standards
415	The notice will advise the family of technological requirements for the hearing informal review and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing informal review.

416	Refer to the external Communications Manual for the PHA's current communications strategy.
420	Refer to the external Communications Manual for the PHA's current communications strategy.
421	Refer to the external Communications Manual for the PHA's current communications strategy.
423 - removed; refer to current policy	PHA Policy The PHA has designated the following to serve as hearing officers: Albemarle County Office of Housing — Housing Policy Manager Albemarle County Department of Social Services — Director, Deputy Director, Assistant Directors, or Supervisory Staff
429	The family will be allowed to copy any documents related to the hearing at a cost of \$.10 per page no charge. The family must request discovery of PHA documents no later than 12:00 p.m. on the business day prior to the hearing.
431	If the owner is not entitled to future HAP payments, the PHA will request that the owner repay the full amount owed to the PHA via paper check. If the owner is not entitled to future HAP payments, the PHA may, in its sole discretion, offer to enter into a repayment agreement on terms prescribed by the PHA.
443	PHA Policy The PHA will keep for at least three years records of all complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act, the equal access final rule, or VAWA.

449	•Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD’s recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.
449	•The term affiliated individual means, with respect to a person: -A spouse, parent, brother or sister, or child of that individual, or an individual to whom that individual stands in the position or place of a parent; or -Any other individual, tenant, or lawful occupant living in the household of the victim of domestic violence, dating violence, sexual assault, or stalking.

450-451	•The term <i>domestic violence</i> includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding, and in the case of victim services, includes the user or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is: -The current or former spouse or intimate partner of the victim, or person similarly situated to a spouse or intimate partner of the victim -A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner -A person with whom the victim shares a child in common -A person who commits acts against an youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction •The term <i>economic abuse</i> means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or
454	The PHA may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below under “Conflicting Documentation,” nor may it require certification in addition to third-party documentation [VAWA final rule FR Notice 11/16/16].
453	Refer to the external Communications Manual for the PHA's current communications strategy.
453	Refer to the external Communications Manual for the PHA's current communications strategy.
454	Refer to the external Communications Manual for the PHA's current communications strategy.

455	Refer to the external Communications Manual for the PHA's current communications strategy.
455	All information provided to the PHA regarding domestic violence, dating violence, sexual assault, or stalking, and human trafficking , including the fact that an individual is a victim of such violence or stalking , must be retained in confidence.
456	Refer to the external Communications Manual for the PHA's current communications strategy.
470	EXHIBIT 16-5: MODEL OWNER NOTIFICATION OF RIGHTS AND OBLIGATIONS
470; throughout	the VAWA Final Rule VAWA
473	Owners may not coerce, intimidate, threaten, interfere with, or retaliate against any person who exercises or assists or encourages a person to exercise any rights or protections under VAWAs (See FR Notice 1/4/23.)
474	f F ederal, s S tate

475-476	Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding, and in the case of victim services, includes the user or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is: •The current or former spouse or intimate partner of the victim, or person similarly situated to a spouse or intimate partner of the victim •A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner •A person with whom the victim shares a child in common A person who commits acts against an youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly
CHAPTER 17: Project-Based Vouchers	
487	FR Notice 2/28/203/13/23
487	FR Notice 2/28/203/13/23
489	PHA Policy Excepted units will be limited to units for elderly families and Permanent Supportive Housing (PSH) units for households formerly experiencing homelessness.

490	In addition, prior to selecting a proposal, the PHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQS NSPIRE site and neighborhood standards at 24 CFR 982.401(h) 5.703 .
493	The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.
494	At least once every 24 months during the term of the HAP contract (or at least triennially for small rural PHAs) , the
494	Alternative Inspections [24 CFR 983.103(g); Notice PIH 2016-05] In the case of mixed-finance properties that are subject to alternative inspections, the PHA may rely upon an alternative inspection conducted at least triennially to demonstrate compliance with inspection requirements. PHA Policy The PHA will not rely on alternative inspection standards.

497-498	Labor Standards [24 CFR 983.154(b)] If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. Further, these Davis-Bacon requirements apply to existing PBV units when the nature of any work to be performed either before the execution of the HAP contract or within 18 months after execution constitutes project development. Any development initiated on existing units within 18 months after the effective date of the HAP contract on projects with nine or more contract units triggers Davis-Bacon requirements. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates. The addendum to the HAP contract, Form HUD-5679, also includes the required labor standards clauses. The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.
500	The PHA may not enter into a HAP contract until each contract unit has been inspected and the PHA has determined that the unit complies with the Housing Quality Standards (HQS) NSPIRE standards, unless the PHA has adopted a policy to enter into a HAP contract for units that fail the initial HQS inspection as a result of only non-life threatening conditions where no life-threatening conditions are present.
507	Applicants must qualify as a family as defined by HUD and the PHA, meet asset limitation requirements, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)].

509-510	Preferences [24 CFR 983.251(d), FR Notice 11/24/08] -- See changes in 4-10 for more detailed breakdown of the Homeless Preference Policy.
510	Refer to the external Communications Manual for the PHA's current communications strategy.
513	Refer to the external Communications Manual for the PHA's current communications strategy.
525	PHA Policy An owner's request for a rent increase must be submitted to the PHA 60-90 days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing. The PHA will require the use of the Rent Increase Request Form, in addition to proof of proper notice to the client, and will encourage owners to submit their requests to SendToACOH@albemarle.org.
CHAPTER 19: Special Purpose Vouchers	
537	Stability Voucher program
538	Part VI: Stability Voucher program
537	PHA Policy Verifications will be accepted by the PHA in the following hierarchy of preference: 1.Submitted to the PHA's Housing Portal at the time of annual or interim recertification 2.Emailed to SendToACOH@albemarle.org 3.Mailed to the PHA via United States Postal Service 4.Delivered in person to the PHA 5.Faxed to the PHA
539	Blue Ridge Area Coalition for the Homeless
539	The PCWA and the PHA will provide supportive services for all FUP youth for a period of 36 months.

540	PHA Policy Additional supportive services will not be offered. In accordance with the PHA's MOU, the following additional supportive services will be provided: -Housing Search Assistance, including Neighborhood Tours, Unit Viewings, and Landlord Introductions in low-poverty census tracts. -Financial Assistance, including Security Deposit Assistance, Rental Application Fees Assistance, and Utility Startup (including utility arrears). -Post-Move Counseling, including Subsequent-Move Counseling and Landlord-Tenant Mediation.
544	PHA Policy The PHA defines incapacitated person as The PHA defines incapacitated person as any adult who is impaired by reason of mental illness, intellectual disability, physical illness or disability, advanced age, or other causes to the extent that the adult lacks sufficient understanding or capacity to make, communicate, or carry out responsible decisions concerning his well-being. [insert definition under state and local law].

549	PHA Policy As part of the MOU, the PHA, and PCWA, and CoC have identified staff positions to serve as lead FUP liaisons. These positions will be responsible for transmission and acceptance of FUP referrals. The PCWA must commit sufficient staff and resources to ensure eligible families and youths are identified and determined eligible in a timely manner. The PCWA will review referrals, new participants, and existing cases on an ongoing basis (at least once a month) to identify FUP-eligible families and FUP-eligible youth and refer them to the PHA. The PCWA will provide referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability. Referrals will be made for priority families, as identified in the MOU, as soon as they are identified and not only upon successful completion of other aspects of families' case management plans. For each referral it makes, the PCWA liaison will provide the PHA the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating the youth or family is FUP-eligible. The PCWA will work with the CoC to integrate into the coordinated entry process the identification.
550; throughout	Refer to the external Communications Manual for the PHA's current communications strategy.
554	PHA Policy The PHA may project-base FUP vouchers but will not limit PBVs to one category of FUP-eligible participants. The PHA will serve all referrals that meet program eligibility requirements, up to the PHA's FUP voucher allocation. The PHA will not project-base FUP vouchers. All FUP vouchers will be used to provide tenant-based assistance.
555; throughout	Notice PIH 2021-262023-04

555	Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28, or Notice PIH 2021-26, or Notice PIH 2023-04, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers. Where the PHA has a combined FYI and/or FUP size of no more than 10 vouchers, the PHA may request FYI vouchers with at least 50 percent utilization of its FUP and/or FYI vouchers. Where the PHA has a combined FYI and/or FUP size of 11 or more vouchers, the PHA may request FYI vouchers with for those PHAs with 90 percent or greater utilization or utilization of its FUP and/or FYI vouchers, as applicable. For competitive awards, the number of vouchers is dependent on PHA program size and need.
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560	Turnover [FYI FAQs Notice PIH 2023-04] Awards of FYI Tenant Protection Vouchers (TPVs) continue to be administered under the requirements of Notice PIH 2019-20. This includes turnover requirements and the requirement to inform HUD should a youth not use a voucher or leave the program. For example, FYI TPVs awarded under Notice PIH 2019-20 “sunset” when a youth leaves the program. This means that the PHA cannot reissue FYI TPV assistance issued under that notice to another youth when an initial youth exits the HCV program. HUD does not have the authority to allow the voucher to be used for a youth other than the one identified in the request. For PHAs awarded FYI Tenant Protection Vouchers (TPVs) under Notice PIH 2019-20 where the recipient of the FYI TPV leaves the program, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26. For PHAs awarded FYI vouchers under Notices PIH 2020-28 and PIH 2021-26, where the recipient of the FYI voucher leaves the program, the PHA must continue to use the FYI voucher for eligible youth upon turnover. Where there are more eligible youth than available FYI turnover vouchers, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26. If another eligible youth is not
567	19-II.K. PROJECT-BASING FYI VOUCHERS [FYI FAQs; FR Notice 1/24/22; Notice PIH 2023-04] The PHAs that have initiated the selection process to project-base FYI and/or FUP vouchers may project-base certain FYI vouchers without HUD approval be eligible to project-base FYI and FUP units formally identified for project basing in accordance with all applicable PBV regulations and PHA policies in Chapter 17. This includes FYI vouchers awarded under Notices PIH 2020-28, and PIH 2021-26, and PIH 2023-04. Assistance awarded under Notice PIH 2019-20 is prohibited from being project-based.
579	The PHA has not partnered with any other groups in the operation of its Mainstream program.

579-581	Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA] -- See changes to Homeless Preference detailed in 4-10 above. The changes here mirror the new Homeless Preference, but for the Mainstream Voucher program.
587-598	PART VI: STABILITY VOUCHER PROGRAM
587	The PHA has not entered into an MOU with a partnering organization. This policy section will be updated when the PHA has entered into an MOU with a partnering organization.

590	The PHA has a preference for victims of domestic violence, dating violence, sexual assault, or stalking and a homeless preference for the HCV waiting list as outlined in Section 4-III.C. Local Preferences. The PHA will refer any applicant on the waiting list who indicates they qualify for the PHA's VAWA preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for SV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or another eligible category as applicable) for an SV. The PHA will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an SV (based on the qualifying definition for SV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.
599-600	EXHIBIT 19-1: SAMPLE STABILITY VOUCHER (SV) HOMELESS PROVIDER'S CERTIFICATION
601-602	EXHIBIT 19-2: SAMPLE VICTIM SERVICE PROVIDER'S CERTIFICATION
603-606	EXHIBIT 19-3: SAMPLE SV MEMORANDUM OF UNDERSTANDING
GLOSSARY	
607	AAFAnnual adjustment factor (published by HUD in the Federal Register and used to compute annual rent adjustments)
607	EIEEarned income disallowance
607	HIPHousing Information Portal
607	HOTMAHousing Opportunity through Modernization Act of 2016
removed; refer to current policy	MTCSMulti family Tenant Characteristics System (now the Form HUD-50058 submodule of the PIC system)

608	NSPIRENational Standards for the Physical Inspection of Real Estate
608	PBVProject-based voucher
removed; refer to current policy	PICPIH Information Center
608	RADRental Assistance Demonstration Program
608	RVIRemote Video Inspection
609	VAWAViolence Against Women Reauthorization Act of 2013 Act
609	VCAVoluntary Compliance Agreement
609	VMSVoucher Management System
609	Annual income. The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations. All amounts not specifically excluded in 24 CFR 5.609(b), received from all sources by each member of the family who is 18 years of age or older or is the head of household, spouse or cohead, plus unearned income by or on behalf of each dependent who is under 18 years of age.
611	Day laborer. An individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.
611	De minimis error. An error that results in a difference in the determination of a family's adjusted income of \$30 or less per month.
611-612	Disability assistance expenses. Reasonable expenses that, when combined with health and medical care expense, exceed 10 percent of annual income and are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member, and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

612	Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding, and in the case of victim services, includes the user or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is: -The current or former spouse or intimate partner of the victim, or person similarly situated to a spouse or intimate partner of the victim -A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner -A person with whom the victim shares a child in common -A person who commits acts against a youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a
612	Earned income. Income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

612-613	Economic abuse. Behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, and manipulation to: -Restrict a person's access to money, assets, credit, or financial information -Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage -Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or to whom one has a fiduciary duty
removed; refer to current policy	Facility. All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock, or other real or personal property or interest in the property.

614	Family. Includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, and can be further defined in PHA policy. Family includes a single person, who may be: -An elderly person, displaced person, disabled person, near-elderly person, or any other single person; -An otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or is at risk of becoming homeless at age 16 or older; or Family also includes a group of persons residing together, and such group includes, but is not limited to: -A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); -An elderly family; -A near-elderly family; -A disabled family; -A displaced family; and
614	Foster adult. A member of the household who is 18 years of age or older and meets the definition of a foster adult under state law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition, and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.
614	Foster child. A member of the household who meets the definition of a foster child under state law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction.

615	Health and medical care expenses. Any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed.
removed; refer to current policy	Housing quality standards (HQS). The HUD minimum quality standards for housing assisted under the voucher program.
615-616	Human trafficking. A crime involving the exploitation of a person for labor, services, or commercial sex. The Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations recognize and define two primary forms of human trafficking: - Sex trafficking is the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age. See 22 U.S.C. § 7102(11)(A). - Forced labor is the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. See 22 U.S.C. § 7102(11)(B).
removed; refer to current policy	Imputed asset. An asset disposed of for less than fair market value during the two years preceding examination or reexamination.
removed; refer to current policy	Imputed asset income. The PHA established passbook rate multiplied by the total cash value of assets. The calculation is used when net family assets exceed \$5,000.
removed; refer to current policy	Income. Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.

616	Independent contractor. An individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.
616	Inflationary index. An index based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) used to make annual adjustments to the deduction for elderly disabled families, the cap for imputing returns on assets, the restriction on net family assets, the amount of net assets the PHA may determine based on self-certification by the family, and the dependent deduction.
617	Inside. Under NSPIRE, the inside of HUD housing (or “inside areas”) refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of “inside” common areas may include, basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, day care rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.
617	Life Threatening deficiency. Under NSPIRE, the life-threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death or severe illness or injury to a resident.

removed; refer to current policy	Living/sleeping room. A living room may be used as sleeping (bedroom) space, but no more than two persons may occupy the space. A bedroom or living/sleeping room must have at least one window and two electrical outlets in proper operating condition. See HCV GB p. 10-6 and 24 CFR 982.401.
617	Low deficiency. Under NSPIRE, deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.
removed; refer to current policy	Medical expenses. Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance (a deduction for elderly or disabled families only). These allowances are given when calculating adjusted income for medical expenses in excess of 3 percent of annual income.
618	Moderate deficiency. Under NSPIRE, this includes deficiencies that, if evident in the home or on the property, present a moderate risk of an adverse medical event requiring a healthcare visit; cause temporary harm; or if left untreated, cause or worsen a chronic condition that may have long-lasting adverse health effects; or that the physical security or safety of a resident or their property could be compromised.
618	National Standards for the Physical Inspection of Real Estate. HUD's housing inspection approach. NSPIRE is a single inspection standard for all units under the Public Housing, HCV, Multifamily, and Community Planning and Development (CPD) programs. NSPIRE's focus is on the areas that impact residents the most, such as the dwelling unit.

618	Net family assets. The net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing real property, savings, stocks, bonds, and other forms of capital investment. In determining net family assets, PHAs or owners, as applicable, must include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms. Negative equity in real property or other investments does not prohibit the owner from selling the property or other investments, so negative equity alone would not justify excluding the property or other investments from family assets. Net family assets. (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in
619	Outside. Under NSPIRE, outside of HUD housing (or “outside areas”) refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of “outside” components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, car ports, fire escapes, foundations, lighting, roofs, walls, and windows.

619	Overcrowded. A unit that does not meet the following HQS space standards: (1) Provide adequate space and security for the family; and (2) Have have at least one bedroom or living/sleeping room for each two persons.
removed; refer to current policy	Previously unemployed. With regard to the earned income disallowance, a person with disabilities who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.
removed; refer to current policy	Processing entity. The person or entity that, under any of the programs covered, is responsible for making eligibility and related determinations and any income reexamination. In the HCV program, the "processing entity" is the "responsible entity."
removed; refer to current policy	Qualified family (under the earned income disallowance). A family participating in an applicable assisted housing program or receiving HCV assistance: -Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment; -Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or -Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the responsible entity in consultation with the local agencies administering temporary assistance for needy families (TANF) and Welfare to Work (WTW) programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance—provided

620	Real property. Real property has the same meaning as that provided under the law of the state in which the property is located.
620	Seasonal worker. An individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry.
621	Severe deficiency. Under NSPIRE, the severe category includes deficiencies that, if evident in the home or on the property, present a high risk of permanent disability, or serious injury or illness, to a resident; or the physical security or safety of a resident or their property would be seriously compromised.
622-623	Technological abuse. An act or pattern of behavior that occurs within domestic violence, dating violence, sexual assault, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor another person, except as otherwise permitted by law, that occurs using any form of technology, including but not limited to: -Internet enabled devices -Online spaces and platforms -Computers -Mobile devices -Cameras and imaging programs -Apps -Location tracking devices -Communication technologies -Any other emergency technologies
623	Unearned income. Any annual income, as calculated under 24 CFR 5.609, that is not earned income.

623	Unit. Under NSPIRE, a unit (or “dwelling unit”) of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows. Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.
624	Violence Against Women Reauthorization Act (VAWA) of 2013. Prohibits denying admission to the program to an otherwise qualified applicant or terminating assistance on the basis that the applicant or program participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or human trafficking.
Appendix	See 2023 FUP MOU PDF

introducing HOTMA changes

replaces HQS with NSPIRE

adds to the "contents of the plan"
list

nity

reflects Biden administration's
reauthorization of VAWA in 2022

the ensuing section fleshes out the
policy on discrimination complaints

removed in order to expand
discrimination complaints section

this includes recommended (ADD)
PHA policy from Nan McKay - based
in (NEW) HUD policy;
updates/streamlines PHA policy
regarding discrimination processing -
removes requirement for PHA to
provide written notice; makes it
more general

this includes both (NEW) policy from HUD and recommended (ADD) PHA policies from Nan McKay based in new HUD policy; expands discrimination section to include General Housing Discrimination Complaints, Complaints under the Equal Access Final Rule, and VAWA Complaint Processing sub-sections; **points to ACOH's external comms manual for current communications strategy**

new eligibility requirement
reflective of HOTMA

adds asset limitation per HOTMA
changes

update to CFR due to HOTMA:
<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-D/section-5.403>,
<https://www.federalregister.gov/documents/2023/02/14/2023-01617/housing-opportunity-through-modernization-act-of-2016-implementation-of-sections-102-103-and-104>

changes to HUD's definition of family: adds displaced person and FYI-eligible person

reflects 2022 HUD updates

Adds minor

changes definition of foster adult;
adds definition of foster child from
regulation, removing it from PHA
policy; updates for NSPIRE

Adds HOTMA Notice -
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf> -
removes income and net family
asset requirements from eligibility
determinations

update to CFR due to HOTMA:
[https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-B/subject-group-ECFR571d9c483519586/section-5.232,](https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-B/subject-group-ECFR571d9c483519586/section-5.232)
<https://www.federalregister.gov/documents/2023/02/14/2023-01617/housing-opportunity-through-modernization-act-of-2016-implementation-of-sections-102-103-and-104>; includes NEW policy from HUD and Nan McKay's recommended (ADD) PHA policy

removes old PIH notice, adds new HOTMA PIH notice

CFR updated due to 88 FR 9600 (HOTMA)

HUD Restores “Discriminatory
Effects” Rule

- Department rescinds 2020 Fair
Housing Act rule and restore 2013
policy to eradicate discriminatory
practices from housing market;
[https://www.federalregister.gov/do
cuments/2023/03/31/2023-
05836/reinstatement-of-huds-
discriminatory-effects-standard](https://www.federalregister.gov/documents/2023/03/31/2023-05836/reinstatement-of-huds-discriminatory-effects-standard)

CFR updated due to 88 FR 9600
(HOTMA)

adds reasons to mandatorily deny
assistance - failure to submit
consent forms & net asset/real prop
ownership restrictions - per HOTMA

whole (NEW) HUD policy section
and Nan McKay's recommended
(ADD) PHA policy therein -
restrictions on net assets and real
property ownership; updates for
NSPIRE

addition to Nan McKay's
recommended (ADD) PHA policy;
defines immediate vicinity and adds
criminal sexual conduct as reason
for denying assistance; adds half-
mile to be relevant to ACOH's
jurisdiction

removes HQS from PHA policy

reflects and explains Biden
administration's reauthorization of
VAWA in 2022 as well as HUD
updates in 2022

change to Nan McKay's
recommended (ADD) PHA policy -
adds disability and VAWA to list of
reasons why PHA may reinstate the
family to the waiting list post-purge

Changes the Homeless Preference to require a referral from the CoC Lead Agency (BRACH). Also puts in place a "limited" preference of up to 25% of all new vouchers issued within a calendar year to be reserved for this preference.

ce

updated to reflect NSPIRE

change to Nan McKay's
recommended (ADD) PHA policy;
changes "request" to "need"

ions

updated for HOTMA - summarizes
parts of chapter 6; expanded to
include assets and permissive
deductions; removes income
inclusions from part I

all income is included in annual
income unless it is specifically
excluded by regulation -
[https://www.ecfr.gov/current/title-
24/subtitle-A/part-5/subpart-
F/subject-group-
ECFR174c6349abd095d/section-
5.609](https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-F/subject-group-ECFR174c6349abd095d/section-5.609)

adds minor; adds/specifies earned and unearned income; updates CFR citations

includes NEW policy from HUD and Nan McKay's recommended (ADD) PHA policy; makes HUD policy section more general to deny specification of temporary/permanent and puts policy of counting all family members' income in PHA policy section instead

adds in HUD policy section requirement for foster care placement to be confirmed by DSS; was already in PHA policy section as "appropriate agency"
change to Nan McKay's recommended (ADD) PHA policy
new section on calculating income at initial occupancy, and new section on calculating annual income at annual reexaminations
new portion of PHA Policy about including full amount of income before deductions, new section on full-time student earned income, old sections on Live-in-Aides, Federal Program income, and training programs all removed
No new individuals will qualify for EID effective January 1st, 2024, no family will still receive EID after December 31, 2025
new PHA policy on determining business expenses to be deducted from gross income

new section - https://www.govinfo.gov/content/pkg/FR-2023-02-14/pdf/2023-01617.pdf; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf - describes conditions for 1) when to use pre-HOTMA section 8 student financial assistance limitation and 2) when to use HOTMA student financial assistance requirements, and how to calculate income from student FA based on these conditions
deleted section; outdated by HOTMA; new Part II all about assets
New sections of PHA policy on determining lump sum payments as annual income
new section defining and describing nonrecurring income which is excluded from annual income and may be self certified; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf; https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609(b)(24)
deleted section; maybe because it describes annual income inclusions and all income is now considered included unless specified
slights adjustments to remove CFR citation and update exhibit number - no major changes

deleted section; maybe because it describes annual income inclusions and all income is now considered included unless specified
deleted section; moved above
new section; https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609(b)(19) - excludes payments made by or authorized by a State Medicaid agency (including through a managed care entity) or other State or Federal agency to a family to enable a family member who has a disability to reside in the family's assisted unit
new section; excludes civil rights settlements or judgments, including settlements or judgments for back pay; however , settlement/judgment amount will generally become net asset and income generated from that net asset will be included; describes conditions for imputed income and interim reexam requirement
New section in PHA Policy defining "training program" and "incremental earnings and benefits"

new assets part; "annual income includes all actual anticipated income from assets (unless otherwise excluded by the regulations) even if the asset itself is excluded from net family assets" https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf
new section and PHA Policy that sets minimum threshold for assets disposed of, and assets disposed of as part of a divorce (6-45)
new section and PHA Policy on including interest or dividends earned by investments even when reinvested, determining value from non-necessary personal property, and lump sums retained as an asset
new section and PHA Policy on reasonable costs incurred when disposing of an asset
New PHA policy portion on calculating health and medical care expenses, and anticipating such expenses
adds the following qualification to the dependent deduction allowance: "will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25," https://www.ecfr.gov/current/title-24/part-5/section-5.611#p-5.611(Adjusted%20income)

increases deduction from \$400 to \$525 and adds qualification about annual adjustment based on CPI, https://www.ecfr.gov/current/title-24/part-5/section-5.611#p-5.611(Adjusted%20income)
changes threshold from 3% to 10% of annual income; adds health care; includes HUD's revised definition of health and medical care expenses based on IRS definition, https://www.ecfr.gov/current/title-24/part-5/section-5.603#p-5.603(b)
adds qualification of unreimbursed medical expenses; changes threshold from 3% to 10% of annual income; removes Eligible Disability Expenses section and instead includes HUD policy around auxiliary apparatus items in its own section (changing to HUD policy from PHA policy); moves examples of attendant care expenses from PHA policy to HUD policy; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf
adds foster children to child care expense consideration
new section and PHA Policy on hardship exemptions
points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy

points to external manual for comms; matches current plan language/policy
new section; PHA may adopt additional permissive deductions from annual income if they establish a policy in the admin plan; PHA policy states that we have opted not to use permissive deductions
New section and PHA Policy on approving higher utility allowances as reasonable accommodations
deleted section; list of annual income inclusions - no longer need to be listed because all income is included in annual income unless it is specifically excluded by regulation
adds income inclusions to exhibit such that it provides a full definition of annual income
amends the description/explanation of net family assets per https://www.ecfr.gov/current/title-24/part-5/section-5.603#p-5.603(Net%20family%20assets)
deleted section; removing EID

add verification hierarchy from chapter 6 to chapter 7 (verifications chapter) as well

reiterates need for PHAs to **develop their own release forms** to cover info not gathered in HUD-9886; HOTMA changes requirement from signing 9886 at every annual to signing once; PHA policy states that revocation of consent to access financial records will result in denial of admission or termination of assistance; various CFRs (listed in section) and <https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

points to external manual for comms; matches current plan language/policy

new section; states new ability of PHAs to use income determinations from means-tested federal public assistance programs; necessitates new forms/procedures/policies; default PHA policy is to accept all safe harbor income determinations except LIHTC (can be changed); need to be reaching out to these programs now;

[https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609\(c\)\(3\);](https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609(c)(3))

<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

points to external manual for comms; matches current plan language/policy

new section; describes conditions for streamlining income determination process for family members with fixed sources of income - two processes depending on whether the portion of a family's unadjusted income that is fixed income exceeds 90%;

[https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf;](https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf)

[https://www.ecfr.gov/current/title-24/part-960/section-960.257#p-960.257\(c\)](https://www.ecfr.gov/current/title-24/part-960/section-960.257#p-960.257(c))

changes to verification hierarchy policy; adds "EIV plus self-certification" to High: Level 4; to be used when PHA doesn't use streamlined determination or income determination from means-tested federal assistance program; specifies the items requiring third-party verification;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

describes UIV sources; PHAs may use these before or during a family reexamination; PHAs must obtain EIV/IVT report for families at annual reexam but are not required to use it if they used safe harbor verification from other means-tested federal assistance programs, also not required to use it at interim reexam; EIV report may be used to verify/calculate income at annual reexam if family self-certifies; section describes new/changed EIV reports - some of these must now be reviewed more frequently

new section; adds **EIV + Self-Certification** method; changes requirement (for written third-party verification from the source) to documents being dated within **120 days** of date received by PHA;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

new section; describes Level 3 verification; <u>necessitates PHA-developed form</u> but we may already have one; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf
points to external manual for comms; matches current plan language/policy
changes this verification level from mandatory to optional: "The PHA may skip this level of verification if they attempted written third-party verification via a form and the source did not respond and move directly to self-certification." https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf
defines non-third-party verification; adds "when the family declares that they do not have any present ownership in real property" and "when a family states that they have non-recurring income that will not be repeated in the coming year" to instances where self-certification is acceptable form of verification; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf

expands/describes methods of verifying SSN, adding the option for PHAs to accept a self-certification and a third-party document w/ applicant's name printed on it; SSN must later be verified in EIV or via official documentation;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

updated homeless preference
(summarized elsewhere)

expands definition of VAWA preference verification to reflect 2022 updates from HUD

Nan McKay's recommended PHA Policy - based on HOTMA addition of safe harbor income determination option

adds UIV verification sources for tips reporting requirements; adds "when the PHA requires third-party verification of wages" clarification for wage reporting requirements

clarifies that income from self-employment must be reported via written, third-party verification because not available in EIV; updates documents required to be provided; states that self-employed individuals who claim they don't have to file tax returns will be required to complete IRS Form 4506-T; describes process for those employed in "gig employment"

updates HUD policy, based on HOTMA, which differs for applicants and participants - applicants must provide a copy of their current SS and/or SSI benefit letter dated w/in last 120 calendar days; PHA will attempt to use EIV for participants unless participant disputes amount in EIV;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

adds HUD policy, based on HOTMA, which states that annual income includes amounts actually received, not amounts that family is entitled to receive; removes procedure for family declaring it receives irregular/no payments from PHA policy;

<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

new section; nonrecurring income is that which will not be repeated beyond coming year and is excluded from annual income; PHA policy says that we'll accept a self-certification generally;

<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

new section; describes the policies - both HUD and recommended PHA - for verifying net family assets and real property ownership, including **self-certification** when 1) the family's net assets total \$50k or less and 2) the family certifies that they don't have present ownership in any real property and **third-party verification** when 1) the family's net assets have a total value over \$50k and/or 2) the family declares they have present ownership in real property;

<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-F/section-5.603>;

[https://www.ecfr.gov/current/title-24/part-5/section-5.618#p-5.618\(b\)\(2\)](https://www.ecfr.gov/current/title-24/part-5/section-5.618#p-5.618(b)(2))

new header; "HUD permits PHAs to accept a self-certification from a family as verification of assets disposed of for less than fair market value [HCV GB, p. 5-28]."

new section; \$50k net assets value threshold for whether PHAs must verify the amount of the family's federal tax refund/refundable tax credit(s);
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

removes extra language, including differentiation between "before retirement" and "after retirement"

removes EID; adds that PHAs are not required to document why third-party verification is not available for fully excluded income; amends definition of fully excluded income;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

defines zero income review as HUD policy; adds recommended PHA policy that we will require that each family member who claims zero income status to complete a zero-income form; **we may need to create this form if we don't already**

have/use one;

<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

reflects HOTMA distinction between two categories of student financial assistance - 1) any assistance to students under section 479B of the Higher Education Act of 1965 (Title IV of the HEA) must be excluded from the family's annual income 2) any other grant-in-aid, scholarship, or other assistance amounts an individual receives for the actual covered costs charged by the institute of higher education not otherwise excluded by the federally mandated income exclusions are excluded; updates verification procedures in PHA policy section accordingly; https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609(b)(9)
removing specific subsections
adds health care; adds requirement for PHAs to comply with HIPAA (and reflects in PHA policy); adds "when income is projected at new admission or interim" to various sections of PHA policy; https://www.govinfo.gov/content/pkg/FR-2023-02-14/pdf/2023-01617.pdf
adds requirement for PHAs to comply with HIPAA (and reflects in PHA policy); adds "when income is projected at new admission or interim" to various sections of PHA policy; https://www.govinfo.gov/content/pkg/FR-2023-02-14/pdf/2023-01617.pdf

updates HQS to NSPIRE

updates HQS to NSPIRE (including compliance deadline); adds PBV, allowance for exceptions to passing inspection prior to approval of lease, triennial inspection option for small rural PHAs; HUD allows PHAs to establish additional local requirements and NSPIRE refers to both HUD and PHA; adds affirmative habitability requirements;
<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-G>;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-28pihn.pdf>

https://public-inspection.federalregister.gov/2023-09693.pdf?utm_medium=email&utm_source=govdelivery

defines inspectable areas as inside, outside, and unit - occupied or to be occupied by participants;
[https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703\(a\)\(1\)](https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703(a)(1));
[https://www.ecfr.gov/current/title-24/part-5/section-5.705#p-5.705\(a\)\(2\)](https://www.ecfr.gov/current/title-24/part-5/section-5.705#p-5.705(a)(2))

establishes minimum habitability requirements for each inspectable area - must be free of health/safety hazards; sealed batteries will be required for smoke alarms as of 12/29/24; removes tenant preference items;
<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-G/section-5.703>

minor adjustments to accessibility modifications section;
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-I/part-100/subpart-D/section-100.203>;
<https://www.hud.gov/sites/documents/PIH2003-31.PDF>;
<https://www.hud.gov/sites/documents/PIH2014-02.PDF>

HUD must approve variations and variations must be added to the admin plan; describes conditions under which criteria variations may be approved by HUD; recommended policy is not to request approval of variations;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-28pihn.pdf>;
[https://www.ecfr.gov/current/title-24/part-5/section-5.705#p-5.705\(a\)\(3\)](https://www.ecfr.gov/current/title-24/part-5/section-5.705#p-5.705(a)(3))

changes party responsible for defining life-threatening conditions from PHA to NSPIRE/HUD; PHAs may add additional deficiencies and recommended addition is utilities not in service (no running hot water);
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-28pihn.pdf>

states that the PHA will enforce either 1) the family obligation (against the family for family-caused life-threatening condition) or 2) the NSPIRE standards (against the owner for all other life-threatening conditions); states that the owner will be required to repair inoperable smoke detector unless PHA determines that family intentionally disconnected it;
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-I/section-982.404>

"any deteriorated paint in target housing, or other lead-based paint hazard identified through a lead-based paint risk assessment or lead-based paint inspection is considered a violation of NSPIRE standards"

expands/adds definition of habitable room to include eating/cooking spaces; eliminates requirement for 1 window in these spaces;
[https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703\(d\)\(5\)](https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703(d)(5))

https://www.ecfr.gov/current/title-24/part-5/section-5.705#p-5.705(d)
https://www.hud.gov/sites/dfiles/PIH/documents/PIH-2017-20.pdf ; https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-I/section-982.406

[https://www.ecfr.gov/current/title-24/part-982/section-982.305#p-982.305\(b\)\(2\)\(i\)](https://www.ecfr.gov/current/title-24/part-982/section-982.305#p-982.305(b)(2)(i))

points to external manual for comms; matches current plan language/policy

clarifies that the HAP contract can be executed, in some cases, when the deficiencies are not life-threatening

clarifies that corrections to new Mover Packet submissions must also be submitted to the PHA within 5 business days of notification

points to external manual for comms; matches current plan language/policy

moves policy about being conducted in conjunction w/ annual or separately down from pg. 8-14; adds triennial option for small rural PHAs
new classification system (life-threatening, severe, moderate, low) - low deficiencies do not necessitate a fail

recommended addition to PHA policy - clarifies that ACOH won't accept self-certification of repairs for reinspections

updates to reflect new ACOH policy; matches language in chapter 17
describes affirmative habitability requirements, under NSPIRE, for three inspectable areas: inside, outside, unit
removes HQS policy
removes tenant preference areas
updates for NSPIRE
points to external manual for comms; matches current plan language/policy

updates for NSPIRE;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-28pihn.pdf>;
[https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703\(d\)\(5\)](https://www.ecfr.gov/current/title-24/part-5/section-5.703#p-5.703(d)(5))

points to external manual for
comms; matches current plan
language/policy

points to external manual for
comms; matches current plan
language/policy

points to external manual for
comms; matches current plan
language/policy

updates to reflect new ACOH policy;
matches language in chapter 17

updates to reflect NSPIRE

points to external manual for
comms; matches current plan
language/policy

points to external manual for
comms; matches current plan
language/policy

removes time limit/deadline for
entering HAP contract/continuing to
receive assistance (was 90 days from
expiration date of initial PHA's
voucher term)

addition to recommended PHA
policy - to reflect HOTMA changes?

points to external manual for
comms; matches current plan
language/policy

changes direct deposit to electronic
payment to match Zelle and keep
more general

points to external manual for
comms; matches current plan
language/policy; removes specificity
of sending via regular mail

points to external manual for comms; matches current plan language/policy; removes specificity of sending via regular mail
points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy
new part
adds HOTMA changes - streamlined income determination, income from assets, safe harbor income verification; https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf
deleted section; moved to chapter 7
recommended change to PHA policy - removes requirement for Authorization for the Release of Information/Privacy Act Notice - now only to be required once and not at every annual reexam

updates for NSPIRE

new section; references streamlined and safe harbor income determinations, as well as income from assets; describes changes in income to include COLA adjustments; lists steps to calculate earned/unearned income at annual reexam per HOTMA;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>;
[https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609\(c\)\(2\)](https://www.ecfr.gov/current/title-24/part-5/section-5.609#p-5.609(c)(2))

adds new notice

adjusts interim overview to reflect HOTMA - adds "what qualifies as a **“reasonable time”** may vary based on the amount of time it takes to verify information, but the PHA generally should conduct the interim reexamination not longer than 30 days after the PHA becomes aware of changes in income" and that the PHA must ask the family to report changes in **all** aspects of adjusted income when it determines an interim is necessary; may need **interim reexam form**;
<https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-27pihn.pdf>

changes family member to **household** member; reiterates that families are required to report household composition changes and that PHAs determine timeframe for that; recommended PHA policy states **w/in 10 business days** of the change; adds to HUD policy "The PHA must process an interim for all decreases in adjusted income when a family member permanently moves out of the unit;" updates language for NSPIRE

mostly new (amended) section; new recommended PHA policy states that families will be required to report all changes in income regardless of circumstances (we had changed it in the last revision to not require interim reporting of increases in earned income; now they must be reported but will not be processed as interims); describes new policy for interim decreases (recommended PHA policy says no threshold percentage for decreases) and increases (10% threshold, earned vs unearned and concurrent increases, cumulative increases, reporting requirements); need interim reporting form;

<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>;
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-K/section-982.516>

matches current submission policy

matches current submission policy

removes interim reporting requirement for increases in earned income, since those are never processed as interims

all of this is new (from HUD) but the
emboldened phrases were adjusted
to match current submission
strategy (Housing Portal)

points to external manual for
comms; matches current plan
language/policy

deleted section; moved above

clarifies how the overpaid subsidy
will be handled

new section; moved from deleted section; distinguishes between changes reported timely (*decreases* applied retroactively) and untimely (*increases* applied retroactively and *decreases* applied no later than the first rent period following the interim - except in extenuating circumstances - in which case PHA will clearly communicate effect of retroactive decrease adjustment to family and owner); **deleted language around maybe entering repayment agreement with family for retroactive decreases and added PHA policy above;**
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>;
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-K/section-982.516>

points to external manual for comms; matches current plan language/policy

points to external manual for comms; matches current plan language/policy

new part; new action code for specific list of changes w/in family's household that do not trigger reexam under PHA/HUD policy but which HUD still requires PHA to report via 58 to HIP;
<https://www.hud.gov/sites/dfiles/CHCO/documents/2023-27pihn.pdf>

new exhibit

reflects 2022 reauthorization and updates from HUD

new change to recommended PHA policy

reflects 2022 updates from HUD;
explains addition of human trafficking to HUD VAWA policy

expands protection of persons exercising rights/protections under VAWA;
<https://www.govinfo.gov/content/pkg/FR-2023-01-04/pdf/2022-28073.pdf>

reflects 2022 reauthorization by removing 2013

updates for NSPIRE

updates for NSPIRE

[https://www.govinfo.gov/content/p
kg/FR-2023-01-04/pdf/2022-
28073.pdf](https://www.govinfo.gov/content/pkg/FR-2023-01-04/pdf/2022-28073.pdf)

new change to recommended PHA policy; changes "in all cases" to "generally" and adds that the PHA cannot make any HAP payment for any month after the month the family vacates the unit

reflects HOTMA change to eliminate EIV requirement at interim reexamination;
<https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-B/subject-group-ECFR571d9c483519586/section-5.233>

points to external manual for comms; matches current plan language/policy

adds de minimis error policy
(\$30/month allowed deviance
without being out of compliance; de
minimis errors demand corrective
action for family overpayment of
rent though - HOTMA change) -
removes stated requirement about
making reimbursements from AF
reserves to families when there is a
family overpayment of rent

updates for NSPIRE

new addition to recommended PHA
policy; lays groundwork for RA
usage of special housing types not
usually permitted

updates for NSPIRE

updates for NSPIRE

updates for NSPIRE

new recommended PHA policy -
search assistance for shared housing

new recommended PHA policy

new recommended PHA policy;
minimum down payment/payment
source requirement

new recommended PHA policy; no
other option - would be cool at
some point to offer single down
payment assistance grants when the
funding is allocated by Congress

new recommended PHA policy; the family must meet the Federal minimum income requirement but nothing higher

new recommended PHA policy; employment requirements for homeownership program - full-time and continuously so employed during the year before the commencement of homeownership assistance

new recommended PHA policy; describes additional eligibility requirements for participation in the homeownership option

new recommended PHA policy;
describes policy/guidelines for
administering new homeownership
units and preference
categories/selection method

new recommended PHA policy;
describes policy for search and
purpose, including timeframe and
extensions, what happens if the
purchase isn't completed within the
maximum required time frame,
progress reporting, HCV rental
assistance during search period

new recommended PHA policy

new recommended PHA policy;
inspection requirement; updates for
NSPIRE

new recommended PHA policy;
requirement/qualification for
additional inspector used to conduct
second inspection - independent
inspector selected by family

new recommended PHA policy; PHA
may disapprove a unit for assistance
even if it complies with
HQS/NSPIRE; PHA will conduct
inspection every other year while
family is receiving homeownership
assistance; updates for NSPIRE

new recommended PHA policy + suggestions from County Attorneys Office; describes financing policy and procedures - PHA will review loans based on basic criteria but will otherwise rely on lenders to determine affordability; family may be required by lender (not PHA) to put more than 1% of personal resources into transaction; family may use FSS escrow account

new recommended PHA policy; after initial inspection, repairs will be encouraged but not required - continued assistance requirement/family obligation section

new recommended PHA policy; lists
amounts for homeownership
expenses (the monthly HAP is the
lower of: the voucher payment
standard minus the TTP, or the
monthly homeownership expenses
minus the TTP)

new recommended PHA policy; HAP
paid directly to family - exception
possible upon request

new recommended PHA policy;
policy for moving with
homeownership voucher assistance

new recommended PHA policy;
policy for granting requests for relief
from termination requirement due
to extreme hardship

new recommended PHA policy;
policy for terminating based on
violation of homeownership
obligations and process for
considering alternatives

slight change to recommended PHA
policy wording

adds **individual relief** - expanding relief options for persons beyond those w/ disabilities

[https://www.ecfr.gov/current/title-24/part-982/section-982.517#p-982.517\(c\)\(2\)](https://www.ecfr.gov/current/title-24/part-982/section-982.517#p-982.517(c)(2))

updates for INSPIRE

slight change to recommended PHA policy wording

points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy
removes PHA policy specifying informal hearing officers, as guide says no policy decisions required
new change to recommended PHA policy; <u>no longer charging</u> for families to copy documents related to hearing
clarifies that the owner will be requested to return overpaid subsidy via check if no offset is possible, before the offer of a repayment agreement may be made
new recommended PHA policy; specifies length of time for record keeping

explains addition of human
trafficking to VAWA definition
throughout plan; reflects 2022
updates from HUD

moves from further down in section

updates definition for domestic violence; adds and defines economic abuse, technological abuse

<https://www.govinfo.gov/content/pkg/FR-2016-11-16/pdf/2016-25888.pdf>

points to external manual for comms; matches current plan language/policy

points to external manual for comms; matches current plan language/policy

points to external manual for comms; matches current plan language/policy

points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy
expands protection of persons exercising rights/protections under VAWA; https://www.govinfo.gov/content/p kg/FR-2023-01-04/pdf/2022- 28073.pdf

updates definition for domestic
violence

[https://www.govinfo.gov/content/p
kg/FR-2023-03-13/pdf/2023-
05045.pdf](https://www.govinfo.gov/content/pkg/FR-2023-03-13/pdf/2023-05045.pdf)

[https://www.govinfo.gov/content/p
kg/FR-2023-03-13/pdf/2023-
05045.pdf](https://www.govinfo.gov/content/pkg/FR-2023-03-13/pdf/2023-05045.pdf)

Added in PSH units to the excepted
units so that we may project base
more than the 25% per project cap
at PSH projects.

updates for NSPIRE

updates for NSPIRE

updates for NSPIRE

updates for NSPIRE - alternative
inspection option but PHA policy
says no

updates for NSPIRE

reflects HOTMA change around
assets

Updated the Homeless Preference to be consistent with the new Homeless Preference process outlined in 4-10, requiring a referral from the CoC. Note that this section refers to PBVs.
points to external manual for comms; matches current plan language/policy
points to external manual for comms; matches current plan language/policy
updates to reflect new ACOH policy
completely new program
completely new program (same as above)
adds hierarchy of preference for verification submissions to PHA - matches general HCV program
adds CoC
adds PHA as second party responsible for providing supportive services

lists additional supportive services
offered by PHA and/or PCWA to FUP
youth

defines incapacitated person to
match definition on 19-24

updates FUP referral process; adds
CoC

points to external manual for
comms; matches current plan
language/policy

changes policy to allow us to project-
base FUP vouchers but not limit to
one category

<https://www.hud.gov/sites/dfiles/PIH/documents/2023PIH04.pdf>

updates policy to reflect PHA
eligibility requirements in PIH 2023-
04 (p. 4 of notice linked to above) -
lowers utilization threshold for
agencies with smaller FYI/FUP
programs

seems to change/clarify FYI TPV turnover requirements such that FYI TPVs **cannot** be reissued to another youth; PIH 2023-04 introduces a new VMS field for FYI Vouchers and clarifies VMS reporting requirements for FYI Tenant Protection Voucher (TPV) awards made under Notice PIH 2019-20

d PIH 2023-04 outlines a project basing exception wherein "the PHA's FYI and/or FUP units 'formally identified' for project-based vouchers (PBV) will be removed from the PHA's "total FYI and/or FUP vouchers awarded to date" denominator when calculating FYI and/or FUP utilization rate"

states that we haven't established any formal/informal partnerships in the operation of our mainstream program

Updated the Homeless Preference to be consistent with the new Homeless Preference process outlined in 4-10, requiring a referral from the CoC. Note that the 25% "set aside" does not apply here as this preferences is limited to 20 households

new part - completely new program -
Notice PIH 2022-24
<https://www.hud.gov/sites/dfiles/CHCO/documents/2022-24pihn.pdf> -
lower barrier + more supportive for persons who are homeless, at risk of homelessness, VAWA, veterans; can convert to PBV vouchers without HUD approval

changes PHA Policy for SV program to reflect that we don't yet have SV vouchers and/or an MOU with a partnering organization to operate the program

matches SV program section to
other areas of admin plan

new exhibit - SV template

new exhibit - SV template

new exhibit - SV template

deleted term

deleted term; removed by HOTMA

new term; cloud-based reporting
system to replace PIC

new term

deleted term - being replaced by HIP

new term - new inspection standards to replace HQS
new term
deleted term - being replaced by HIP
new term
new term
amended term - reflects 2022 reauthorization
new term; entered into by HUD and PHA based on compliance review conducted by HUD
new term
amended definition to reflect HOTMA changes
new definition
new definition
amended definition

amended definition; I imagine
reflects 2022 reauthorization of
VAWA; changes formatting, adds
intimate partner, defines/expands
"crimes of violence"

new definition - HOTMA

new definition; reflects 2022
reauthorization of VAWA

deleted definition

amended definition

new definition

new definition

new definition

deleted definition - reflects NSPIRE

new definition; reflects 2022
reauthorization of VAWA and/or
updates from HUD

deleted definition - HOTMA

deleted definition - HOTMA

deleted definition - HOTMA

new definition

new definition

new definition - NSPIRE

new definition - NSPIRE

deleted definition - NSPIRE

new definition - NSPIRE

deleted definition - HOTMA

new definition - NSPIRE

new definition - NSPIRE

amended definition - HOTMA

new definition - NSPIRE

amended definition - NSPIRE

deleted definition - HOTMA

deleted definition

deleted definition - HOTMA

new definition - HOTMA

new definition

new definition - NSPIRE

new definition; reflects 2022
reauthorization of VAWA

new definition - HOTMA

new definition - NSPIRE

amended definition; reflects 2022
updates from HUD

updates FUP MOU with ACDSS and
BRACH; reflected in FUP section of
Admin Plan