

ACOH 2023 Administrative Plan Changes					Approval				
Page	Type	Language	Notes	Logic	HPM	ED	CAO	BOS	Developed
Throughout Admin Plan									
Throughout	NEW	Their/they/them	Removes gendered language		YES	yes			2022
Throughout	ADD	Pointing to external Communications Manual for the PHA's current communications strategy	Establishes external procedure manual for communication between PHA, families, and owners		YES	yes			2022
CHAPTER 1: Admin Plan Overview									
1-3	ADD	Apply an equity lens to the administration of housing programs, including the development of new housing programs, in a way that accounts for and redresses historical housing inequities in the community.	Adds an equity lens to the PHA's standards		YES	yes			2022
CHAPTER 2: Fair Housing and Equal Opportunity									
2-2	ADD	PHA Policy: ACOH complies with Virginia State Law that adds source of income as a protected class.	Adds Source of Income as a protected Class for discrimination		YES	yes			
2-5	ADD	PHA Policy: A specific name of designated staff, email address, and/or phone number will be provided to process requests for accommodation.	Encourages families to use email for RA submissions		YES	yes			2022
2-9	NEW	If the PHA denies a request for an accommodation because there is no relationship, or nexus, found between the disability and the requested accommodation, the notice will inform the family of the right to appeal the PHA's decision through an informal review (if applicable) or informal hearing (see Chapter 16).			YES	yes			2021
2-14	NEW	When exercising the option to conduct remote briefings, informal reviews, or hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.			YES	yes			2021
2-14	NEW	...in place of or as a supplement to the free language services offered by the PHA. The PHA, at its discretion, may choose to use the language services even when LEP persons desire to use an interpreter of their choosing.			YES	yes			2021
2-14	NEW	If the interpreter chosen by the family is a minor, the PHA will not rely on the minor to serve as the interpreter.			YES	yes			2021
CHAPTER 3: Eligibility									
3-3	NEW	In accordance with Notice PIH 2017-08, for HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers, when the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator's HUD-VASH voucher, the victim should be given a regular HCV if one is available, and the perpetrator's HUD-VASH voucher should be used to serve another eligible family. If a regular HCV is not available, the victim will continue to use the HUD-VASH voucher, which must be issued to another eligible family upon the voucher's turnover.			YES	yes			2021
3-3	ADD	PHA Policy: The family that seeks to continue assistance must include either (1) the previous head of household, (2) the previous co-head of household, or (3) the previous spouse of the previous head of household. Adult family members who were not the head of household, co-head of household, or spouse of the head of household may not continue assistance.	Remove ability to deed voucher to next generation		YES	yes			2021
3-8	NEW	An individual confined to a nursing home or hospital on a permanent basis is not considered a family member.			YES	yes			2021
3-10	NEW	24 CFR 982.201(b)			YES	yes			2022
3-14	NEW	Adds the form HUD-52675 Debts Owed to Public Housing Agencies and Terminations.	New form that must be signed		YES	yes			2021
3-20	NEW	Prior to admission to the program, the PHA must search for all household members using the EIV Existing Tenant Search module. The PHA must review the reports for any SSA matches involving another PHA or a multifamily entity and follow up on any issues identified. The PHA must provide the family with a copy of the Existing Tenant Search results if requested. At no time may any family member receive duplicative assistance.			YES	yes			2021
3-20	NEW	If the tenant is a new admission to the PHA, and a match is identified at a multifamily property, the PHA must report the program admission date to the multifamily property and document the notification in the tenant file. The family must provide documentation of move-out from the assisted unit, as applicable.			YES	yes			2021
3-20	NEW	PHA Policy: The PHA will contact the 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.			YES	yes			2021
3-21	NEW	All adult household members must sign the form HUD-52675 Debts Owed to Public Housing and Terminations. Prior to admission to the program, the PHA must search for each adult family member in the Debts Owed to PHAs and Terminations module.			YES	yes			2021
3-21	NEW	If a current or former tenant disputes the information in the module, the tenant should contact the PHA directly in writing to dispute the information and provide any documentation that supports the dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV. Former tenants may dispute debt and termination information for a period of up to three years from the end of participation date in the program.			YES	yes			2021
3-21	NEW	PHA Policy: The PHA will require each adult household member to sign the form HUD-52675 once at the eligibility determination. Any new members added to the household after admission will be required to sign the form HUD-52675 prior to being added to the household.			YES	yes			2021
3-21	NEW	PHA Policy: The PHA will search the Debts Owed to PHAs and Terminations module as part of the eligibility determination for new households and as part of the screening process for any household members added after the household is admitted to the program. If any information on debts or terminations is returned by the search, the PHA will determine if this information warrants a denial in accordance with the policies in Part III of this chapter.			YES	yes			2021
3-21	NEW	For each new admission, the PHA is required to review the EIV Income and IVT Reports to confirm and validate family reported income within 120 days of the IMS/PIC submission date of the new admission. The PHA must print and maintain copies of the EIV Income and IVT reports in the tenant file and resolve any discrepancies with the family within 60 days of the EIV Income or IVT report dates.			YES	yes			2021
3-22	NEW	While the regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny for other types of previous criminal history, more recent HUD rules and OGC guidance must also be taken into consideration when determining whether a particular individual's criminal history merits denial of admission. When considering any denial of admission, PHAs may not use arrest records as the basis for the denial. Further, HUD does not require the adoption of "One Strike" policies and reminds PHAs of their obligation to safeguard the due process rights of applicants and tenants [Notice PIH 2015-19]. HUD's Office of General Counsel issued a memo on April 4, 2016, regarding the application of Fair Housing Act standards to the use of criminal records. This memo states that a PHA violates the Fair Housing Act when their policy or practice has an unjustified discriminatory effect, even when the PHA had no intention to discriminate. Where a policy or practice that restricts admission based on criminal history has a disparate impact on a particular race, national origin, or other protected class, that policy or practice is in violation of the Fair Housing Act if it is not necessary to serve a substantial, legitimate, nondiscriminatory interest of the PHA, or if that interest could be served by another practice that has a less discriminatory effect [OGC Memo 4/4/16]. PHAs who impose blanket prohibitions on any person with any conviction record, no matter when the conviction occurred, what the underlying conduct entailed, or what the convicted person has done since then will be unable to show that such policy or practice is necessary to achieve a substantial, legitimate, nondiscriminatory interest. Even a PHA with a more tailored policy or practice that excludes individuals with only certain types of convictions must still prove that its policy is necessary. To do this, the PHA must show that its policy accurately distinguishes between criminal conduct that indicates a demonstrable risk to resident safety and property and criminal conduct that does not.			YES	yes			2021
3-24	ADD	PHA Policy: Currently engaged in is defined as any use of illegal drugs during the previous three months, unless the applicant is currently enrolled in and fully compliant with treatment.	Reduces illegal drug use from 6 to 3 and adds in enrollment and compliance with treatment program		YES	yes			2021
3-24	NEW	REMOVE A conviction will be given more weight than an arrest.			YES	yes			2022
3-24	NEW	A record or records of arrest will not be used as the sole basis of determining reasonable cause			YES	yes			2021
3-25	NEW	REMOVE A conviction will be given more weight than an arrest.			YES	yes			2022
3-26	NEW	24 CFR 984.101(d)			YES	yes			2022
3-26	NEW	When denying admission due to family debts as shown in HUD's EIV system, the PHA will provide the family with a copy of the EIV Debt Owed to PHA and Termination report. If the family wishes to dispute the information in the report, the family must contact the PHA that entered the information in EIV in writing, explaining why EIV information is disputed. The family must also provide a copy of the letter and all applicable verification to the PHA to support the family's claim. The PHA will consider the information provided by the family prior to issuing a notice of denial.			YES	yes			2022
3-28	ADD	PHA Policy: The PHA will perform a criminal background check through a third party criminal background check service for every adult household member.	Clarifies that we use Yardi for background checks, not local law enforcement		YES	yes			2021
3-28	NEW	While a PHA has regulatory authority to use criminal conviction records for the purpose of applicant screening for admission, there is no corresponding authority to use these records to check for criminal and illegal drug activity by participants, and therefore, PHAs may not use records for this purpose.			YES	yes			2021
3-29	NEW	The PHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required information including: •Family's current and prior address (as shown in PHA records), •Name and address (if known) of the owner at the family's current and prior addresses			YES	yes			2021
CHAPTER 4: Application, Waiting List, and Tenant Selection									
4-2	ADD	PHA Policy: Applications for open wait lists will be accepted through the Housing Portal.	Requires families to submit wait list applications through the PHA's Housing Portal		YES	yes			2022

yes

4-7	ADD	<p>PHA Policy: The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. The notice will state</p> <ul style="list-style-type: none"> •Which Waiting List is being opened, •Which targeted funding group or categories of family is being admitted, if applicable, •the length of time that the Waiting List will be open, and •the number of spots that are available on the Waiting List. <p>ACOH staff are to determine the number of available spots based on projections for exhausting the Waiting List within 24 months.</p> <p>When the Waiting List closes, ACOH staff will review all applications for completeness. From the set of complete applications, ACOH staff will generate a random lottery selection from the total pool of applicants. This sub-set of applications will be admitted to the Waiting List</p> <p>Applicants who were not awarded a spot will need to reapply when the Waiting List reopens. The application will not be held on file for future Waiting List openings.</p> <p>The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:</p> <ul style="list-style-type: none"> •Albemarle County Office of Housing Website •The Daily Progress •Albemarle County Community and Public Engagement (CAPE) <p>The PHA will maintain a distribution list of local non-profit and non-governmental organizations that will receive notification when the Waiting Lists will be opened.</p>	Sets a limit to number admitted to the WL to be pulled from the total list of applications received. The NP and NGO organizations will expand ACOH's ability to provide equal access						YES	yes					2021
4-9	ADD	<p>PHA Policy: The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.</p> <p>To update the waiting list, the PHA will send a purge notice through Yardi Breeze, to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.</p> <p>Responses should be entered into the Housing Portal not later than 15 business days from the date of the PHA notice. If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned as undeliverable, the applicant will be removed from the waiting list without further notice. Refer to the external Communications Manual for the PHA's current communications strategy, including its hierarchy of preferred communication method.</p> <p>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, or to circumstances beyond the family's control.</p>	Requires the purge to be done through the Housing Portal						YES	yes					2022
4-10	ADD	<p>PHA Policy: If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address and/or e-address of record as well as to any alternate address and/or e-address provided on the initial application.</p>	Adds e-address						YES	yes					2022
4-11	ADD	<p>PHA Policy: The PHA administers the following types of targeted funding:</p> <ul style="list-style-type: none"> • Mainstream 5-Year – General (80 Vouchers) for households that include a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract. (PIH Notice 2020-01) • Mainstream 5-Year - Homeless (25 Vouchers) for households that include a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract AND who are currently experiencing homelessness and/or previously experienced homelessness AND are currently a client in a permanent supportive housing or rapid-rehousing project AND have been certified as meeting this criteria by the Blue Ridge Area Coalition for the Homeless Continuum of Care (CoC) Coordinated Entry System. (FY19 Mainstream Voucher Program NOFA) • Family Unification (25 Vouchers) for Families or Youth for whom housing is the primary barrier for becoming or remaining unified. 							YES	yes					2021
4-13	ADD	<p>PHA Policy: Residency Preference: For families who live, work, or have been hired to work in Albemarle County</p> <p>Homeless Preference: For families who are currently experiencing homelessness and/or previously experienced homelessness. Applicants must have been certified as meeting the criteria for this preference by the Blue Ridge Area Coalition for the Homeless Continuum of Care (CoC) Coordinated Entry System.</p>							YES	yes					2021
4-14	ADD	Homeless Preference - 6 points	Reduced from 10 points to 6 points						YES	yes					2021
4-15	ADD	<p>PHA Policy</p> <p>Tenant-Based Order of Selection</p> <p>Targeted Funding: Families will be selected from the Tenant-Based waiting list based on 1) the targeted funding for which they qualify, then 2) based on the selection preference(s) for which they qualify in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding category, families will be selected by a system generated random sort performed prior to each selection process. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding.</p> <p>Local Preferences Only: Families will be selected from the Tenant-Based waiting list based on the selection preference(s) for which they qualify and in accordance with the PHA's hierarchy of preferences, if applicable. Families will be selected by a system generated random sort performed prior to each selection process. Documentation will be maintained by the PHA as to whether families on the list qualify for the local preference.</p> <p>Project-Based and Moderate Rehabilitation Order of Selection</p> <p>Families will be selected from the Project-Based and/or Moderate Rehabilitation waiting list(s) based on the selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each preference category, families will be selected according to the date of application. A Short List will be sent to each Project-Based or Moderate-Rehabilitation partner. The partner will contact families when units become vacant, following all Notification processes outlined in 4-III.D.</p>						YES	yes					2021	
4-19	ADD	<p>PHA Policy: A Short List will be sent to each Project-Based or Moderate-Rehabilitation partner. The partner will contact families when units become vacant, following all Notification processes outlined in 4-III.D.</p>	Formalizes short list for PBVs						YES	yes					2021
4-16	ADD	<p>PHA Policy: The PHA will notify the family via Yardi Breeze's intake certification process when it is selected from the waiting list. The notice will request that the family access their Housing Portal to begin the intake certification. This notification will provide a deadline by which the family must complete their intake certification and will state that failure to complete the intake certification will result in the applicant's name being removed from the waiting list.</p>							YES	yes					2022
CHAPTER 5: Briefings and Voucher Issuance															
5-2	NEW	<p>Prior to issuance of a voucher, the PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed in individual face-to-face meetings, through group briefing sessions, or via remote briefing sessions.</p>	Remote (Virtual) Briefings are formally added						YES	yes					2021
5-2	ADD	<p>PHA Policy: The notice will be sent by first class mail and/or e-communication.</p>	Adds e-communication						YES	yes					2022
5-2	ADD	<p>PHA Policy: If the notice is returned as undeliverable with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned as undeliverable with a forwarding address, the notice will be resent to the mailing and/or e-address indicated. Refer to the external Communications Manual for the PHA's current communication strategy.</p>	Establishes external procedure manual for communication between PHA, families, and owners; adds e-address as an option						YES	yes					2022
5-2	ADD	<p>PHA Policy: Families will be offered briefings in the following order:</p> <ol style="list-style-type: none"> 1. Remote Virtual Briefing 2. In-Person Virtual Briefing 3. In-Person One-on-One Live Briefing 	Prioritizes how we'd like clients to participate						YES	yes					2021
5-2	ADD	<p>PHA Policy: In-person briefings may be individual or in a group but must be scheduled and attended by all adult family members. If any adult member is unable to attend, the PHA may waive this requirement as long as the head, spouse or co-head attends the briefing. Families will be required to participate in the Remote Virtual Briefing then will be given the opportunity to ask questions. If a family wishes to have an in-person, live briefing, they may request one.</p>	Clarifies that in person will still be just watching the virtual briefing video, but that a live one-on-one may be offered if requested						YES	yes					2021
5-4	ADD	<p>PHA Policy: Remote Virtual Briefings may be conducted on any video conferencing platform, though Microsoft Teams will be the primary platform. All adult family members must participate in the Remote Virtual Briefing which will consist of a series of Briefing Videos and an opportunity to ask questions.</p>	Clarifies our position on how remote briefings are conducted						YES	yes					2021
5-5	NEW	<p>The PHA must ensure that the lack of technology or inability to use technology for remote briefings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA must ensure that the family has appropriate technological access in order to fully participate in the remote briefing.</p>							YES	yes					2021

5-5	NEW	<p>PHA Policy: At least 10 business days prior to scheduling the remote briefing, the PHA will provide written notification via first class mail and/or email to families participating in the briefing to advise of technological requirements and to request the family notify the PHA of any known barriers. If any family does not respond within five business days, or if the written notification is returned by the post office or the email is rejected, the PHA will contact the family by telephone to identify potential technological barriers and to determine which technology resources are accessible to the family. 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 briefing or have a one-on-one briefing over the phone, as appropriate.</p> <p>The PHA will conduct remote briefings via a video conferencing platform when available. The PHA prefers to use Microsoft Teams. If applicants are unable to adequately access the video conferencing platform, the briefing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in, the remote briefing will be postponed, and an in-person alternative or one-on-one briefing over the phone will be provided.</p> <p>The PHA will provide login information and/or conferencing call-in information and an electronic copy of the briefing packet via email at least five business days before the briefing. The PHA will provide a paper copy of the briefing packet upon family request, and may reschedule the briefing to allow adequate time for the family to receive the physical briefing packet.</p> <p>The PHA will ensure that all electronic information stored or transmitted as part of the briefing meets the requirements for accessibility for persons with disabilities and persons with LEP, and is secure, including ensuring personally identifiable information (PII) is protected.</p> <p>The PHA will ensure that families who participate in remote briefings have the opportunity to ask questions as part of the briefing.</p> <p>If families lose connectivity during any remote briefing or otherwise feel they were unable to access information presented during the briefing, the family may request a one-on-one briefing over the phone or in person with the PHA.</p>	Clarifies our position on how remote briefings are conducted						YES	yes					2021
5-6	NEW	In briefing a family that includes a person with disabilities, the PHA must also take steps to ensure effective communication.							YES	yes					2022
5-7	NEW	New HCV GB, Housing Search and Leasing, p. 7							YES	yes					2022
5-7	NEW	(e.g., HUD brochure entitled, "A Good Place to Live")							YES	yes					2022
5-7	NEW	including information on how to complete the form and file a fair housing complaint							YES	yes					2022
5-7	NEW	and any obligations of other special programs if the family is participating in one of those programs							YES	yes					2022
5-8	NEW	The HUD pamphlet on lead-based paint entitled, "Protect Your Family from Lead in Your Home."							YES	yes					2022
5-8	NEW	REMOVE The HUD pamphlet on lead-based paint entitled <i>Protect Your Family From Lead in Your Home</i>							YES	yes					2022
5-8	ADD	PHA Policy: Moving Home Grant Program Applications							YES	yes					2022
5-9	ADD	PHA Policy: When a family wishes to report a change to the PHA, they will do so through the Housing Portal.	Adds Housing Portal						YES	yes					2022
5-13	ADD	PHA Policy: Two-person household consisting of one Head of Household and one child over the age of 12 will receive a two-bedroom voucher	Providing a single parent and child over 12 with 2-bedroom voucher						YES	yes					2021
5-16	ADD	The initial term of a voucher must be at least 60 calendar days, per 24 CFR 982.303. The PHA may set an initial term longer than 60 days. The initial term must be stated on the voucher [24 CFR 982.303(a)].	Provides clarification that federal policy is a 60-day voucher						YES	yes					2022
5-17	ADD	PHA Policy: Obstacles due to criminal/credit history; Whether family setbacks, while not verified as disabilities, make it difficult to find a suitable unit	Adds extenuating circumstances to consider when the PHA is deciding whether to extend a family's voucher term						YES	yes					2022
5-17	ADD	PHA Policy: If granted by the PHA, voucher extensions will generally be provided in 30-day increments but may be provided in differing lengths at the Housing Program Manager's discretion.							YES	yes					2022
CHAPTER 6: Income and Subsidy Determination															
6-1	ADD	<p>PHA Policy</p> <p>Verifications will be accepted by the PHA in the following hierarchy of preference:</p> <ol style="list-style-type: none"> Submitted to the PHA's Housing Portal at the time of annual or interim recertification Emailed to SendToACOH@albamarle.org Mailed to the PHA via United States Postal Service Delivered in person to the PHA Filed to the PHA 	Establishes hierarchy of preference for verification submission						YES	yes					2022
6-11	ADD	PHA Policy: End of participation in a training program must be reported in accordance with the PHA's interim reporting requirements, and should be reported through the Housing Portal.	Adds Housing Portal						YES	yes					2022
6-14	NEW	During the second 12-month exclusion period, the PHA will exclude 100 percent of any increase in income attributable to new employment or increased earnings.	Allows for a second year of 100% EID						YES	yes					2021
6-20	ADD	PHA Policy: If the two-year period ends between annual recertifications, the family may initiate an interim recertification through the Housing Portal to eliminate consideration of the asset(s).	Adds Housing Portal						YES	yes					2022
6-20	ADD	PHA Policy: Families must sign a declaration form at initial certification and each annual recertification, through the Housing Portal, identifying all assets that have been disposed of for less than fair market value or declaring that no assets have been disposed of for less than fair market value.	Adds Housing Portal						YES	yes					2022
6-46	ADD	<p>PHA Policy</p> <p>The PHA will issue all utility reimbursements monthly. The family may be required to submit an accurate W-9 to the PHA for vendor processing. The PHA will attempt to contact the family by first class mail and/or e-communication when vendor information is missing. The PHA will not issue a retroactive utility reimbursement payment after the calendar year for that payment has closed.</p>	Clarifies that the PHA will not issue URP payment to a family once the calendar year for that payment has closed						YES	yes					2022
CHAPTER 7: Verification															
7-2	NEW	<p>Print-outs from web pages and screenshots or screencaps from a computer, smartphone, or tablet are considered original documents.</p> <p>The PHA staff member who views the original document must make a photocopy.</p> <p>Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.</p>							YES	yes					2022
7-2	ADD	<p>PHA Policy: Verifications will be accepted by the PHA in the following hierarchy of preference:</p> <ol style="list-style-type: none"> Submitted to the PHA's Housing Portal at the time of annual or interim recertification Emailed to SendToACOH@albamarle.org Mailed to the PHA via United States Postal Service Delivered in person to the PHA Filed to the PHA 	Establishes hierarchy of preference for verification submission						YES	yes				2022	
7-3	NEW	Notice PIH 2018-18							YES	yes					2021
7-4	NEW	IVT Reports							YES	yes					2021
7-6	ADD	<p>PHA Policy: As verification of earned income, the PHA will require the family to provide the four most current, consecutive pay stubs. At the PHA's discretion, if additional paystubs are needed due to the family's circumstances (e.g., sporadic income, fluctuating schedule, etc.), the PHA may request additional paystubs or a payroll record.</p> <p>For gig work such as Instacart, Uber, DoorDash, et cetera, the family must provide two months' worth of bank statements reflecting deposits along with screenshots of the payments from the Web application.</p>	Change from two to four pay stubs; adds gig work							yes				2022	
7-9	NEW	REMOVE All self-certifications must be signed in the presence of a PHA representative or PHA notary public.							YES	yes					2022
7-10	NEW	The certification must be provided in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.							YES	yes					2022
7-11	NEW	PIH 2018-24							YES	yes					2021
7-12	ADD	PHA Policy: Making a copy of the original documentation submitted, when said documentation is in physical format, returning it to the individual, and retaining a scanned digital copy in the file folder	Changes language to account for digital storage of documents						YES	yes					2022
7-13	NEW	Once an individual's status is classified as "verified" in HUD's EIV system, the PHA will not remove and destroy copies of documentation accepted as evidence of social security numbers.							YES	yes					2022
7-14	NEW	If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill), if the PHA so requests.							YES	yes					2022
7-21	ADD	<p>PHA Policy</p> <p>For wages other than tips, the family must provide originals of the four most current, consecutive pay stubs. For gig work such as Instacart, Uber, DoorDash, et cetera, the family must provide two months' worth of bank statements reflecting deposits along with screenshots of the payments from the Web application.</p>	Change from two to four pay stubs; adds gig work						YES	yes					2022
7-23	NEW	To ensure consistency in the determination of annual Social Security and SSI income, PHAs are required to use EIV-reported Social Security and SSI benefit amounts unless the tenant disputes the EIV-reported amount [Notice PIH 2018-24].							YES	yes					2022
7-27	ADD	PHA Policy: The PHA will check UIV sources and/or request information from third-party sources to verify that certain forms of income such as unemployment benefits, TANF, SS, SSI, and earnings, are not being received by families claiming to have zero annual income.							YES	yes					2021
7-28	NEW	Notice PIH 2015-21							YES	yes					2021
7-28	NEW	fees, and other required charges							YES	yes					2021
7-31	ADD	PHA Policy: An in-house certification form verifying documentation was submitted and reviewed will be stored in family's file instead of the medical records themselves.	Increases confidentiality of family medical information						YES	yes					2022
CHAPTER 8: Housing Quality Standards and Rent Reasonableness															
8-10	ADD	PHA Policy: The PHA will hire an external firm for conducting environmental investigations.	If doing Lead inspections, staff do not have proper level of training on conducting an environmental investigation. Would hire a firm						YES	yes					2021

yes

8-12	ADD	PHA Policy: The PHA will impose a \$25.00 reinspection fee to the owner for the first reinspection when: The owner reports that an HQS deficiency has been repaired, but reinspection reveals that the deficiency has not been repaired; or When the time for repairs has elapsed and the deficiency has not been repaired. The PHA may waive the fee if repairs for non-life threatening items were delayed due to circumstances beyond the owner's control and/or at the PHA's discretion.	Charge \$25 to owners when the deficiency not addressed		YES	yes				2022
8-14	ADD	PHA Policy: At a tentative initial inspection of a non-vacant unit that is occupied by a non-HCV participant, the owner must be present. If the owner is not present, the tentative initial inspection will be rescheduled.	Requires owner to be present during tentative inspections		YES	yes				2021
8-14	ADD	PHA Policy: The unit must pass the Official HQS inspection on or before the effective date of the HAP contract. The PHA will not rely on alternative inspections and will conduct an HQS inspection for each unit prior to executing a HAP contract with the owner. The PHA may tentatively inspect a unit even though it is still under lease by another non-HCV tenant. The Tentative Inspection will provide unofficial HQS approval which will allow the Owner and Client to execute a Lease. The Official Initial inspection must be conducted after the other tenant has vacated the property and prior to HAP contract execution.	Establishes a Tentative Inspection where a non-vacant unit can be inspected prior to a new client moving in. Allows HCV clients to be more competitive		YES	yes				2021
8-16	ADD	PHA Policy: If any HQS violations are identified, the owner will be notified of the deficiencies and be given 30 days to correct them.	Changes 15 to 30		YES	yes				2022
8-16	ADD	PHA Policy: 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.	Reiterates need for new Mover Packet		YES	yes				2022
8-16	ADD	PHA Policy: Tentative inspections cannot result in a pass or fail but can result in deficiencies identified. These deficiencies are to be reported to the owner for remediation prior to official initial inspection in which other policy is followed, as stated above.	Outlines results of initial inspections		YES	yes				2021
8-19	ADD	PHA Policy: A repair cannot be completed because required parts or services are not available.	Provides for extensions if materials or services are not available		YES	yes				2021
8-19	ADD	PHA Policy: The length of the extension will be determined on a case by case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions or unavailability of required parts or services. In the case of weather conditions or unavailability of required parts or services, extensions may be continued until the situation has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days once the weather conditions have subsided or required parts or services have been made available.	Adds further extension verbiage		YES	yes				2021
8-20	ADD	PHA Policy: The maximum length of time that HAP may be abated under normal circumstances is 90 days. The owner may be granted an extension, at the PHA's discretion, when they are experiencing supply issues.	Increases abatement window for owners experiencing supply shortages		YES	yes				2022
8-25 to 8-37	ADD	PHA Policy: Nelrod's EZ-Reasonable Rent Determination System Policy and Procedures	Added word for word from Nelrod.	Describes the process for using external Rent Reasonableness Software	YES	yes				2021
CHAPTER 9: General Leasing Policies										
9-4	ADD	PHA Policy: The RFTA expires 60 days after the date it was received by ACOH.	Sets a longer timeline for RFTA submission	Allows clients to meet market trends	YES	yes				2021
9-4	ADD	PHA Policy: If the RFTA is incomplete or inaccurate (including but not limited to lack of signature by family, owner, or both), or if the proposed dwelling lease is not submitted with the RFTA, the PHA will notify the family and the owner of the deficiencies.	Expands definition of unacceptable RFTA		YES	yes				2022
9-4	ADD	PHA Policy: Because of the time sensitive nature of the tenancy approval process, the PHA will attempt to communicate with the owner and family by email or phone. The PHA may use mail when the parties cannot be reached by email or phone. Corrections to the RFTA, proposed lease, or both must be submitted to the PHA within five business days of notification to the family and the owner.	Creates timeline for resubmission		YES	yes				2022
9-10	ADD	PHA Policy: The PHA will not approve an initial lease term of less than one (1) year unless as a Reasonable Accommodation to make the program more accessible to persons with a disability or if a shorter lease term makes the client more competitive in a demanding rental market.	Adds RA and demanding market as a potential less than a year lease		YES	yes				2022
9-10	ADD	PHA Policy: If the owner executes a new lease or lease change addendum upon lease renewal with the family or at any other time, they must provide a copy of the new lease or lease change addendum to the PHA.	Requires owner to submit a copy of current lease to the PHA at all times		YES	yes				2022
9-11	ADD	PHA Policy: The following fees must be included in the contract rent amount listed on the RFTA when they are required per the terms of the family's lease: alarm fee, liability insurance fee, and pest control fee. The following utilities may be considered part of the utility allowance, even when they are paid to the owner per the terms of the family's lease: electric, gas, water, trash/sewer, air conditioning, range, and refrigerator. The following fees may not be included in the contract rent amount listed on the RFTA when they are not required per the terms of the family's lease: pet fee, internet, cable, and parking fee. These lists are not exhaustive and the PHA has the discretion to categorize other fees in the same manner, using the same logic, during the review of a family's lease and/or proposed lease.	Clarifies what amount should be listed on the RFTA for PHA review and approval		YES	yes				2022
9-12	ADD	PHA Policy: Because the initial leasing process is time-sensitive, the PHA will attempt to communicate with the owner and family by email or phone. The PHA may use mail when the parties can't be reached by email or phone. Corrections to the proposed lease must be submitted to the PHA within five business days of notification to the family and the owner.	Creates timeline for resubmission		YES	yes				2022
9-13	ADD	PHA Policy: The PHA will complete its determination within 15 business days of receiving all required information.	Determination is the review of mover packet. Increased from 10 to 15 days to give inspector more time		YES	yes				2021
9-13	ADD	PHA Policy: If the terms of the RFTA/proposed lease are changed for any reason other than contract rent negotiation with the PHA, the PHA will obtain corrected copies of the RFTA and proposed lease, signed by the family and the owner. If the terms of the RFTA/proposed lease are changed because the owner agrees to lower the contract rent, the PHA will not require corrected copies of the RFTA and proposed lease. However, the owner will be required to inform the family of the change.	Clarifies that owners who agree to a lower CR will not be required to submit new paperwork but must still inform the family separately		YES	yes				2022
9-14	ADD	PHA Policy: Owners who have not previously participated in the HCV program must attend a meeting with the PHA within 15 days of the RFTA approval date in which the terms of the Tenancy Addendum and the HAP contract will be explained.	The bold section is new. Requires that they attend within 15 days - sets a time limit		YES	yes				2022
9-14	ADD	PHA Policy: All owners are required to attend a meeting with the PHA at least once every three years	Must attend a briefing every three years		YES	yes				2021
CHAPTER 10: Moving with Assistance and Portability										
10-1	ADD	PHA Policy: If the family and the owner mutually agree to terminate the lease for the family's unit, the family must complete and submit a Vacancy Notification Form signed by the owner.	Change to Vacancy Notification Form		YES	yes				2022
10-5	ADD	PHA Policy: For families approved to move to a new unit within the PHA's jurisdiction, the PHA will not perform a new annual reexamination in accordance with the policies set forth in Chapter 11 of this plan.	From Breeze implementation - no longer conducting annuals at move		YES	yes				2022
10-13	NEW	PHA Policy: The initial PHA's decision as to whether to accept late billing will be based on internal PHA factors, including the initial PHA's leasing or funding status. 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. Among other considerations as to whether to accept late billing will be if the family includes a person with disabilities and the late billing is a result of a reasonable accommodation granted to the family by the receiving PHA.			YES	yes				2022
10-14	ADD	PHA Policy: The initial PHA will pay the receiving PHA via check sent via U.S. Postal Service or direct deposit	Adds direct deposit as a payment option		YES	yes				2022
10-16	ADD	PHA Policy: The PHA will require the family to attend a Remote Virtual Briefing (as described in Chapter 5) but will waive this requirement until a later date if the briefing causes delay to the family's search. In this event, the family will be required to participate in a Virtual Briefing at a later date.	Require the porting family to attend a virtual briefing		YES	yes				2021
CHAPTER 11: Reexaminations										
11-1	ADD	PHA Policy: Families will be required to submit interim and annual reexaminations through the PHA's Housing Portal. 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@albamarle.org 3. Mailed to the PHA via United States Postal Service 4. Delivered in person to the PHA 5. Faxed to the PHA	Clarifies Housing Portal as requirement for reexams; creates hierarchy of preference for verification submission		YES	yes				2022
11-2	NEW	New HCV GB, Reexaminations			YES	yes				2022
11-4	ADD	PHA Policy: The PHA will begin the annual reexamination process 90 days in advance of its scheduled effective date.	Change from 120 to 90 - matches current		YES	yes				2022
11-4	ADD	PHA Policy: The PHA will not perform a new annual reexamination when the family moves to a new unit.	From Breeze implementation - no longer conducting annuals at move		YES	yes				2022

11-4	ADD	<p>PHA Policy: Virtual Reexamination Briefing: Non-Elderly and Families without a Disabled Head of Household, Co-Head or Spouse are required to participate in an annual Virtual Reexamination Briefing, which must be completed by the head of household, spouse, or cohead. The link to the briefing will be found in the recertification workflow in the Housing Portal. Annual Reexamination: Notification of annual reexamination will be initiated within Yardi Breeze. An email will be sent to families notifying them to access their portal to complete the annual reexamination. The deadline for completing the reexamination will be provided to the family in the notice.</p> <p>If the family is unable to access the briefing without PHA assistance, the family should contact the PHA in advance of the deadline to schedule an appointment. If a family does not complete the briefing by the deadline, the PHA will send a second notification with a new deadline.</p> <p>If a family fails to meet two provided deadlines without PHA approval, or if the notice is returned as undeliverable with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's mailing and/or e-address of record, and to any alternate mailing and/or e-address provided in the family's file.</p> <p>An advocate, interpreter, or other assistant may assist the family in the briefing process. The family and the PHA must execute a certification attesting to the role and the assistance provided by any such third party.</p> <p>Elderly and/or Households in which the Head of Household, Spouse or Co-Head are disabled will be offered the opportunity for the annual reexamination briefing video slides to be sent by e-communication and/or mail. Notification of the reexamination will be sent by first class mail and/or e-communication and will inform the family of the information and documentation that must be provided to the PHA, and the deadline for providing it.</p> <p>If the notice is returned as undeliverable with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's mailing and/or e-address of record, as well as to any alternate mailing and/or e-address provided in the family's file.</p> <p>If the family is unable to submit all of the documentation required by the noted deadline, the family may request an extension from the PHA, and a second deadline will be sent to the family. If the family misses the second deadline, a notice of termination (see Chapter 12) will be sent to the family's mailing and/or e-address of record, as well as to any alternate mailing and/or e-address provided in the family's file.</p> <p>An appointment will be scheduled if the family requests assistance in providing information or documentation requested.</p>	Virtual Briefings incorporated		YES	yes				2022
11-4 through 11-5	ADD	<p>PHA Policy: Families will be required to submit all required information through the Housing Portal. 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. Any required documents or information that the family is unable to provide at the time of the online reexamination must be provided within 10 business days. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension.</p> <p>If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (See Chapter 12).</p> <p>The PHA will notify the family in writing if any required documentation or information is missing. The missing information or documentation must be provided to the PHA within 10 business days of the date the PHA notifies the family. If the family is unable to obtain the information or materials within the required time, the family may request an extension.</p> <p>If the family does not provide the required documents or information within the required time period (plus any approved extensions), the family will be sent a notice of termination (See Chapter 12).</p>	Adds Housing Portal		YES	yes				2022
11-5	ADD	PHA Policy: Refer to the Introduction of this chapter and the external Communications Manual for the PHA's current submission and communication strategies.	Establishes external procedure manual for communication and hierarchy of submission preference for verifications		YES	yes				2022
11-10	NEW	Although the PHA must verify aspects of program eligibility when any new family member is added, the Streamlining Final Rule removed the requirement that PHAs conduct a reexamination of income whenever a new family member is added. The PHA may state in policy that an income reexamination will be conducted.			YES	yes				2022
11-10	ADD	PHA Policy: If the approval of a new family member or live-in aide will cause overcrowding according to HQS standards, the approval notice will explain that the family will be issued a voucher and will be required to move.	Change from letter to notice		YES	yes				2022
11-11	ADD	PHA Policy: For adult family or household members, the PHA may request a statement or lease addendum from the owner confirming the person was removed from the lease and household.	Requires confirmation from owner		YES	yes				2022
11-13	ADD	PHA Policy: Families are required to report all increases in income, including new employment through the Housing Portal within 10 business days of the change occurring. The PHA will conduct an interim reexamination to recalculate the new family share of rent and new subsidy amount.	Adds Housing Portal		YES	yes				2022
11-13	ADD	PHA Policy: Families may report changes in income or expenses at any time. Families will be required to report changes through the Housing Portal. If a family reports a change that it was not required to report and that would result in a decrease in the family share of rent, the PHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.	Adds Housing Portal		YES	yes				2022
11-14	ADD	<p>PHA Policy: The family must notify the PHA of changes through the Housing Portal.</p> <p>Generally, the family will not be required to complete a reexamination briefing video for an interim reexamination. However, if the PHA determines that a briefing is warranted, the family may be required to complete one.</p> <p>Based on the type of change reported, the Housing Portal will determine the documentation the family will be required to submit. 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.</p>	Adds Housing Portal, briefing videos, hierarchy of verification submission preference		YES	yes				2022
CHAPTER 12: Termination of Assistance and Tenancy										
12-1	ADD	PHA Policy: Families will be required to initiate interim reexaminations through the PHA's Housing Portal.	Adds Housing Portal		YES	yes				2022
12-4	ADD	<p>PHA Policy:</p> <p>Per the HAP Contract, the termination effective date must be the last day of the month in which the death occurred.</p>	Allows owner to keep HAP for the entire month in which the death occurred opposed to having the HAP be owed back to the PHA		YES	yes				2021
12-5	ADD	PHA Policy: Currently engaged in is defined as any use of illegal drugs during the previous three months.	Removes barriers		YES	yes				2022
12-6	NEW	PHA Policy: The PHA will consider all credible evidence, including but not limited to, any record of arrests and/or convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.	Adds in bolded text - PHA will terminate based on evidence which can include eviction or notice to evict. So, not just records of arrests but eviction notices		YES	yes				2021
12-7	NEW	24 CFR 984.101(d)			YES	yes				
12-9	NEW	<p>PHA Policy: Families who have been assisted in the HCV program the longest will be the first to be terminated, excluding families that include elderly or disabled family members.</p> <p>Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.</p>			YES	yes				2022
12-11	NEW	<p>Use of Criminal Conviction Records after Admission [24 CFR 5.903]</p> <p>The regulation at 24 CFR 5.903 governs a PHA's access to and use of criminal conviction records obtained from a "law enforcement agency" such as the National Crime Information Center (NCIC), police departments, and other law enforcement agencies that hold criminal conviction records. While the regulatory listing of permitted uses for these records includes PHA screening of applicants for admission to the HCV program, it specifically excludes the use of records for lease enforcement and eviction of HCV participants and excludes by omission a PHA's use of records to terminate assistance for participants. While a PHA has regulatory authority to use criminal conviction records for the purpose of applicant screening for admission, there is no corresponding authority to use these records to check for criminal and illegal drug activity by participants, and therefore, PHAs may not use records for this purpose. The limitations, however, do not apply to criminal conviction information searches from non-federal sources (i.e., sources other than the "law enforcement agencies" defined in 24 CFR 5.902(b)). There is no prohibition that bars a PHA from using non-federal sources to conduct criminal background checks of program participants.</p>			YES	yes				2021
12-14	REMOVE	PHA Policy: In the case of program abuse, the dollar amount of the overpaid assistance, not to exceed \$2,000, and whether or not a false certification was signed by the family	The \$2,000 threshold is removed from the plan		YES	yes				2021
12-17	NEW	PHA Policy: VAWA 2013 expands notification requirements to require PHAs to provide notice of VAWA rights and the HUD 5382 form when a PHA terminates a household's housing benefits.	Adds in new VAWA information and requirements		YES	yes				2021
CHAPTER 13: Owners										
13-2	NEW	If the PHA will be conducting outreach events, the PHA must ensure that notices and communications during outreach events are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities. PHAs must also take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency.			YES	yes				2021
13-2	ADD	<p>PHA Policy: Making announcements via owner e-newsletters</p> <p>Building personal relationships through "open door" customer service</p> <p>Developing and implementing owner incentive programs, like Bonus Bucks and the Preferred Owner Program</p> <p>PHA Policy: All PHA activities that may affect an owner's ability to lease a unit will be processed as rapidly as possible, within reason and considering PHA capacity, in order to minimize vacancy losses for owners.</p> <p>The PHA will provide owners with resources that explain the program, including HUD and PHA policies and procedures, in easy-to-understand language.</p> <p>The PHA will give special attention to helping new owners succeed through activities such as:</p> <p>Providing the owner with a designated PHA contact person.</p> <p>Coordinating inspection and leasing activities between the PHA, the owner, and the family.</p> <p>Initiating telephone contact with the owner to explain the inspection process and providing an inspection checklist and other resource materials about HUD housing quality standards.</p> <p>Providing other written information about how the program operates through landlord resources, including answers to frequently asked questions.</p> <p>Contacting owners via emails or texts to disseminate information.</p> <p>Additional services may be undertaken on an as-needed basis, and as resources permit.</p>	Adds in new owner outreach opportunities		YES	yes				2021
13-3	ADD	<p>PHA Policy: All PHA activities that may affect an owner's ability to lease a unit will be processed as rapidly as possible, within reason and considering PHA capacity, in order to minimize vacancy losses for owners.</p> <p>The PHA will provide owners with resources that explain the program, including HUD and PHA policies and procedures, in easy-to-understand language.</p> <p>The PHA will give special attention to helping new owners succeed through activities such as:</p> <p>Providing the owner with a designated PHA contact person.</p> <p>Coordinating inspection and leasing activities between the PHA, the owner, and the family.</p> <p>Initiating telephone contact with the owner to explain the inspection process and providing an inspection checklist and other resource materials about HUD housing quality standards.</p> <p>Providing other written information about how the program operates through landlord resources, including answers to frequently asked questions.</p> <p>Contacting owners via emails or texts to disseminate information.</p> <p>Additional services may be undertaken on an as-needed basis, and as resources permit.</p>	Changes verbiage		YES	yes				2022

13-4	ADD	PHA Policy: Owners will also be allowed to post information regarding available rental properties through various online opportunities. The PHA will disseminate this information to its active voucher-holders at the owner's request or by the owner's permission.	Recognizes all online opportunities - which may include website or rentcafe for owner advertising of units		YES	yes				2022
13-7	NEW	Form HUD-52641, Section 13			YES	yes				2022
13-7	NEW	*Such "covered individual" may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or for one year thereafter. Immediate family member means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister, or brother (including a stepsister or stepbrother) of any covered individual.			YES	yes				2022
13-9	ADD	PHA Policy: The PHA will refuse to approve a request for tenancy if the PHA becomes aware that....The owner has engaged in or threatened violent or abusive behavior toward PHA personnel. Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence;	Adds protections for PHA staff against violent or abusive behavior from owner		YES	yes				2021
13-11	NEW	HCV tenant-based program				yes				2022
13-14	NEW	By accepting the monthly payment from the PHA, the owner certifies to compliance with the terms of the HAP contract.			YES	yes				2022
13-15	ADD	PHA Policy The owner may notify the PHA about a missing HAP payment and the PHA will take action to resolve any potential outstanding accounting issues. However, the PHA will not issue a retroactive HAP payment when notified by the owner after the calendar year for that payment has closed.	Clarifies that the PHA will not issue HAP payment to an owner once the calendar year for that payment has closed		YES	yes				2022
13-19	ADD	PHA Policy: Refer to the external Communications Manual and Change in Ownership Guide for the PHA's current communication strategy and standard operating procedure for processing a change in unit ownership.	Adds external procedure manuals			yes				2022
13-21	NEW	Entire new section on Foreclosure - refer to plan				yes				2021
CHAPTER 14: Program Integrity - No Changes in FY22 Rewrite										
14-2	ADD	PHA Policy: key PHA forms and form notices	Change from letter to notice		YES	yes				2022
14-2	ADD	PHA Policy: The PHA will require all owners (or their agents) to participate in a briefing session at least once every three years.	Adds requirement for regular re-briefings		YES	yes				2022
14-8	ADD	PHA Policy: Routinely employing abusive or violent language against PHA staff and/or owners	Encourages respectful engagement between PHA, families, and owners		YES	yes				2022
14-10	ADD	PHA Policy: Charging the family rent, which includes utilities and fees in the lease that are not optional and paid to the owner outside of the utility allowance , above or below the amount specified by the PHA	Clarifies that contract rent must include all required fees outside of the UA		YES	yes				2022
14-10	ADD	PHA Policy: Routinely employing abusive or violent language against PHA staff and/or families	Encourages respectful engagement between PHA, families, and owners		YES	yes				2022
14-11	ADD	PHA Policy: Routinely employing abusive or violent language against families and/or owners	Encourages respectful engagement between PHA, families, and owners		YES	yes				2022
CHAPTER 15: Special Housing Types										
15-1	NEW	New HCV GB, <i>Special Housing Types</i>			YES	yes				2022
15-1	ADD	PHA Policy: Families will not be permitted to use the following special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities. Not permitted: Single Room Occupancy, Congregate Housing, Group Homes, Shared Housing, Cooperative Housing, Homeownership Permitted, with PHA approval: Manufactured Homes not more than twenty years old and owned by the same entity that owns the space (not including manufactured home space rental)	Allows subsidizing manufactured homes, with PHA approval		YES	yes				2022
15-1	NEW	A single unit cannot be designated as more than one type of special housing. The PHA cannot give preference to households that wish to live in any of these types of housing and cannot require households to select any of these types of housing [New HCV GB, <i>Special Housing Types</i> , p. 3].			YES	yes				2022
15-3	NEW	Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 4			YES	yes				2022
15-3	NEW	The standard form of the HAP contract is used (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Single room occupancy (SRO) housing."			YES	yes				2022
15-3	NEW	HQS requirements described in Chapter 8 apply to SRO housing except that sanitary facilities, and space and security characteristics must meet local code standards for SRO housing. In the absence of applicable local code standards for SRO housing, the following standards apply:			YES	yes				2022
15-3	NEW	•Fire Safety: All SRO facilities must have a sprinkler system that protects major spaces. "Major spaces" are defined as hallways, large common areas, and any other areas specified in local fire, building, or safety codes. SROs must also have hard-wired smoke detectors, and any other fire and safety equipment required by state or local law. Sanitary facilities and space and security standards must meet local			YES	yes				2022
15-4	NEW	If the SRO units are leased only to males, flush urinals may be substituted for up to one half of the required number of toilets. Sanitary facilities must be reasonably accessible from a common hall or passageway to all persons sharing them,			YES	yes				2022
15-5	NEW	Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 6			YES	yes				2022
15-5	NEW	The standard form of the HAP contract is used (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Congregate housing."			YES	yes				2022
15-6	NEW	The payment standard for an individual unit in a congregate housing facility is based on the number of rooms in the private living area for the assisted family.			YES	yes				2022
15-6	NEW	Congregate housing must have a refrigerator of appropriate size in the private living area of each resident, a central kitchen and dining facilities located within the premises and accessible to the residents, and food service for the residents, that is not provided by the residents themselves. The congregate housing must contain adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary. The housing quality standards applicable to lead-based paint do not apply unless a child under the age of six is expected to reside in the unit.			YES	yes				2022
15-7	NEW	Form HUD-52641; New HCV GB, <i>Special Housing Types</i> , p. 8			YES	yes				2022
15-7	NEW	A group home is a state-approved (licensed, certified, or otherwise approved in writing by the state) facility			YES	yes				2022
15-7	NEW	The standard form of the HAP contract is used (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Group home."			YES	yes				2022
15-7	NEW	Unless there is a live-in aide, the family unit size (voucher size) for an assisted occupant of a group home must be zero or one-bedroom.			YES	yes				2022
15-7	NEW	The number of persons in the assisted household equals one assisted person plus any PHA-approved live-in aide.			YES	yes				2022
15-7	NEW	The utility allowance for an assisted occupant in a group home is the prorata share of the family unit size to the utility allowance for the group home.			YES	yes				2022
15-8	NEW	In determining reasonable rent, the PHA must consider whether sanitary facilities and facilities for food preparation and service are common facilities or private facilities.			YES	yes				2022
15-9	NEW	The entire unit must comply with HQS requirements described in Chapter 8 except for the requirements stated below.			YES	yes				2022
15-9	NEW	Doors and windows accessible from outside the unit must be lockable.			YES	yes				2022
15-9	NEW	The site and neighborhood should be reasonably free from disturbing noises and reverberations, and other hazards			YES	yes				2022
15-10	NEW	The housing quality standards applicable to lead-based paint do not apply unless a child under the age of six is expected to reside in the unit.			YES	yes				2022
15-11	NEW	Form HUD-52641; Notice PIH 2021-05; New HCV GB, <i>Special Housing Types</i> , p. 11			YES	yes				2022

15-11 and 15-12	NEW	<p>Families in markets with tight rental conditions or with a prevalence of single-family housing may determine a shared housing living arrangement to be a useful way to secure affordable housing. PHAs offering shared housing as a housing solution may also experience some reduction in the average per-unit-cost (PUC) paid on behalf of assisted families. Shared housing is a single housing unit occupied by an assisted family and another resident or residents. The unit may be a house or an apartment. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family.</p> <p>An assisted family may share a unit with other persons assisted under the HCV program or with other unassisted persons. Shared housing may be offered in a number of ways, including for-profit co-living (such as a boarding house, single bedroom with common living room/kitchen/dining room) run by a private company [Notice PIH 2021-05]. The owner of a shared housing unit may reside in the unit, but housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family.</p> <p>If approved by the PHA, a live-in aide may reside with the family to care for a person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.</p> <p>When shared housing is offered as a housing option, HUD encourages PHAs to consider ways in which the families may be assisted in finding shared housing, including for-profit shared housing matching (such as roommates or single-family homes) and online sites that charge a fee for their matching services, or nonprofit shared housing matching services. HUD further encourages PHAs to include information about this housing possibility in the family's voucher briefing. PHAs should be aware of potential local legal barriers to HCV participants using shared housing, which can create additional obstacles for shared housing:</p> <ul style="list-style-type: none"> •Municipalities may have occupancy limits for the number of unrelated persons who may share a housing unit. •Local zoning codes for single family housing may restrict occupancy in certain areas to households whose family members are related by blood. <p>PHAs should work with local jurisdictions to find solutions that encourage affordable housing and are consistent with the Fair Housing Act, Title VI, and other federal, state, and local fair housing laws. PHAs should inform HUD if they encounter barriers to shared housing that may conflict with fair housing laws.</p>			YES	yes			2022
15-12	NEW	<p>The payment standard for a family in shared housing is the lower of the payment standard for the family unit size (voucher size) or the prorata share of the payment standard for the shared housing unit size.</p> <p>The prorata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private, non-shared space by the total number of bedrooms in the unit.</p> <p>Example: Family holds a two-bedroom voucher.</p> <p>Shared housing unit size: bedrooms available to assisted family = 2</p> <p>Total bedrooms in the unit: 3</p> <p>2 Bedrooms for assisted family</p> <p>÷ 3 Bedrooms in the unit</p> <p>.667 pro-rata share</p> <p>2 BR payment standard: \$1200</p> <p>3 BR payment standard: \$1695 x .667 (pro-rata share) = \$1131 \$1131 is lower than the \$1200 payment standard for the 2 BR family unit size \$1131 is the payment standard used to calculate the HAP</p>			YES	yes			2022
15-12	NEW	<p>The HAP for a family in shared housing is the lower of the payment standard minus the TTP or the gross rent minus the TTP.</p> <p>The utility allowance for an assisted family living in shared housing is the prorata share of the utility allowance for the shared housing unit.</p>			YES	yes			2022
15-13	NEW	In determining reasonable rent, the PHA may consider whether sanitary and food preparation areas are private or shared.			YES	yes			2022
15-14	NEW	The number of bedrooms in the private space of an assisted family must not be less than the family unit size (voucher size).			YES	yes			2022
15-15	NEW	New HCV GB, Special Housing Types, p. 14			YES	yes			2022
15-15	NEW	<p>The monthly carrying charge includes the member's share of the cooperative debt service, operating expenses, and necessary payments to cooperative reserve funds. It does not include down payments or other payments to purchase the cooperative unit or to amortize a loan made to the family for this purpose.</p> <p>The occupancy agreement or lease and other appropriate documents must provide that the monthly carrying charge is subject to Section 8 limitations on rent to owner, and the rent must be reasonable as compared to comparable unassisted units.</p> <p>When providing HCV assistance in cooperative housing, the standard form of the HAP contract is used with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Cooperative housing."</p>			YES	yes			2022
15-15	NEW	The HAP for a cooperative housing unit is the lower of the payment standard minus the TTP or the gross rent (monthly carrying charge for the unit, plus any utility allowance) minus the TTP.			YES	yes			2022
15-15	NEW	<p>The PHA remedies described in 24 CFR 982.404 do not apply. Rather, if the unit and premises are not maintained in accordance with HQS, the PHA may exercise all available remedies regardless of whether the family or cooperative is responsible for the breach of HQS.</p> <p>No housing assistance payment can be made unless unit meets HQS and the defect is corrected within the period as specified by the PHA and the PHA verifies correction (see Chapter 8).</p> <p>In addition to regular breaches of HQS, breaches of HQS by the family include failure to perform any maintenance for which the family is responsible in accordance with the terms of the cooperative occupancy agreement [HCV GB].</p>			YES	yes			2022
15-16	NEW	New HCV GB, Special Housing Types, p. 15			YES	yes			2022
15-16	NEW	<p>HCV-assisted families may occupy manufactured homes in three different ways.</p> <p>(1) A family can choose to rent a manufactured home already installed on a space and the PHA must permit it. In this instance program rules are the same as when a family rents any other residential housing, except that there are special HQS requirements as provided in 15-VI.D below. (2) A family can purchase a manufactured home under the Housing Choice Voucher Homeownership program. (3) HUD also permits an otherwise eligible family that owns a manufactured home to rent a space for the manufactured home and receive HCV assistance with the rent for the space as well as certain other housing expenses. PHAs may, but are not required to, provide assistance for such families.</p>			YES	yes			2022
15-16	ADD	PHA Policy: The PHA will allow Option 1 for manufactured homes that are no more than twenty years old. The manufactured home and the space on which it sits must be owned by the same entity.	Allows for manufactured homes to be subsidized. Does not allow subsidy paid to a family that owns the manufactured home		YES	yes			2022
15-16	NEW	15-VI.B. SPECIAL REQUIREMENTS FOR MANUFACTURED HOME OWNERS WHO LEASE A SPACE			YES	yes			2022
15-16	NEW	There is a designated HAP Contract (form HUD-52642) and designated Tenancy Addendum (Form HUD 52642-A) for this special housing type.			YES	yes			2022
15-18	NEW	<p>Initially, and at least annually thereafter, the PHA must determine that the rent for the manufactured home space is reasonable based on rents for comparable manufactured home spaces. The PHA must consider the location and size of the space, and any services and maintenance to be provided by the owner. By accepting the monthly housing assistance payment, the owner of the manufactured home space certifies that the rent does not exceed rents charged by the owner for comparable unassisted spaces in the same manufactured home park or elsewhere.</p> <p>If requested by the PHA, the owner must give the PHA information on rents charged by the owner for other manufactured home spaces.</p>			YES	yes			2022
15-20	NEW	The PHA may choose to offer homeownership assistance. However,			YES	yes			2022
15-21	NEW	If the PHA offers the homeownership option, participation by the family is optional. However,			YES	yes			2022
15-23	NEW	<p>Families may enter into contracts of sale for units not yet under construction. However, the PHA will not commence homeownership assistance for the family for that unit until:</p> <ol style="list-style-type: none"> 1. Either the responsible entity completes the environmental review as required by 24 CFR part 58 and HUD approved the environmental certification and request for release of funds prior to commencement of construction or HUD performed an environmental review under CFR part 50 and notified the PHA in writing of environmental approval of the site prior to construction commencement; and 2. Construction of the unit has been completed and the unit has passed the required HQS inspection and independent inspection as addressed elsewhere in this chapter. 			YES	yes			2022
15-25	NEW	<ul style="list-style-type: none"> •A contract for the sale of a unit not yet under construction must meet all above requirements, and requirements below. Commencement of construction in violation of the below requirements voids the purchase contract. The purchaser is not obligated to purchase the unit unless an environmental review has been performed and the site received environmental approval prior to commencement of construction in accordance with 24 CFR 982.628; and •The construction will not commence until the environmental review has been completed and the seller has received written notice from the PHA that environmental approval has been obtained. Environmental approval may be conditioned on the contracting parties' agreement to modification to the unit design or to mitigation actions. 			YES	yes			2022
15-27	NEW	Before commencement of homeownership assistance, the family must execute a statement of family obligations in the form prescribed by HUD [form HUD-52649]. In the statement, the family agrees to comply with all family obligations under the homeownership option.			YES	yes			2022
15-27	NEW	•The family must provide the PHA with information on any satisfaction or payment of the mortgage debt.			YES	yes			2022
15-28	NEW	<p>REMOVE The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.</p> <p>Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.</p>			YES	yes			2022
15-29	NEW	•The PHA does not have the discretion to exclude any of the listed homeownership expenses or to add any additional items.			YES	yes			2022
15-30	NEW	•The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.			YES	yes			2022

15-31	NEW	A family receiving homeownership assistance may move with continued tenant-based assistance or with voucher homeownership assistance. The PHA must determine that all initial requirements have been satisfied if a family that has received homeownership assistance wants to move with continued homeownership assistance. However, the following do not apply: •The requirement that a family must be a first-time homeowner is not applicable. •The requirement for pre-assistance counseling is not applicable. However, the PHA may require that the family complete additional counseling (before or after moving to a new unit with continued homeownership assistance). Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home. However, when the family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault or stalking and the move is needed to protect the health or safety of the family or family member (or any family member has been the victim of a sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move), such family or family member may be assisted with continued tenant-based assistance even if they own any title or other interest in the prior home.			YES	yes				2022
15-33	NEW	Homeownership assistance for a family automatically terminates 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.			YES	yes				2022
CHAPTER 16: Program Administration										
16-2	NEW	In addition, as specified in Notice PIH 2022-18, PHAs may use administrative fee funding for both administrative and "other expenses" needed to employ strategies and undertake activities beyond regular administrative responsibilities to facilitate the successful leasing and use of housing choice vouchers by families, such as through the use of security deposit assistance and landlord recruitment and incentive payments, among other allowable expenses specified in the notice. PHAs are also permitted to use UNP for these expenses [Notice PIH 2022-18].			YES	yes				2022
16-4	NEW	Unit Availability: The PHA may review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families. Lease-up Time and Success Rate: The PHA may consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.			YES	yes				2022
16-4	ADD	PHA Policy: Changes to payment standard amounts will be effective January 1st of every year, July 1st of every year, or within three months of the FMR effective date, whichever is earlier. The PHA may decide to make new payment standard amounts effective on a discretionary date, outside of the three main timelines listed above. The effective date is applicable both to HUD-required revisions and to discretionary revisions.	Allows the PHA to make new payment standard amounts effective at times other than 1/1 and within 3 months of the FMR effective date		YES	yes				2022
16-5	NEW	FR Notice 9/27/21			YES	yes				2022
16-5	NEW	Exception Payment Standards [24 CFR 982.503(c)(5), Notice PIH 2018-01] A non-SAFMR PHA may establish an exception payment standard for a zip code area of up to and including 110 percent of the SAFMR determined by HUD for that zip code area. Regardless of the level of the exception payment standard compared to the metropolitan area FMRs (MAFMRs), the PHA must send an email to SAFMRs@hud.gov to notify HUD that it has adopted an exception payment standard based on the SAFMR. A PHA that adopts an exception payment standard pursuant to this authority must apply it to the entire ZIP code area, for both its HCV, and if applicable, its PBV program. For the PBV program, this means that the rent to owner may not exceed the new exception payment standard amount, provided the rent is still reasonable. A PHA that adopts an exception payment standard area must revise its briefing materials to make families aware of the exception payment standard and the area that it covers.	Allows PHAs to set exception payment standards (similar Small area fair market rents) but staff does not recommend doing so at this time		YES	yes				2021
16-5	NEW	In addition, HUD allows PHAs to establish a HUD-Veterans Affairs Supportive Housing (HUD-VASH) exception payment standard. PHAs may go up to but no higher than 120 percent of the FMR or SAFMR specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD (See Section 19-III.E.).			YES	yes				2022
16-10	NEW	PHA Policy: If the informal review will be conducted remotely, at the time the PHA notifies the family of the informal review, the family will be informed: Regarding the processes to conduct a remote informal review; That, if needed, the PHA will provide technical assistance prior to and during the informal review; and That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal review, the family may inform the PHA and the PHA will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.	Allows for informal reviews to be conducted remotely		YES	yes				2021
16-11 to 16-12	NEW	Both pages are entirely new - refer to the admin plan		More guidelines on remote informal reviews allows for clients terminated for failing to enter into a repayment agreement the opportunity for a hearing	YES	yes				2021
16-15	NEW	PHA Policy: The PHA will offer participants the opportunity for an informal hearing when they are terminated for failing to enter into a repayment agreement.			YES	yes				2021
16-15 to 16-17	NEW	entirely new section - refer to the admin plan			YES	yes				2021
16-18	NEW	PHA Policy: That the family may request a remote informal hearing	PHA must offer families the notice that they may request a remote hearing		YES	yes				2021
16-19	NEW	PHA Policy: If the PHA hearing will be conducted remotely, at the time the notice is sent to the family, the family will be notified: Regarding the processes involved in a remote informal hearing; That the PHA will provide technical assistance prior to and during the informal hearing, if needed; and That if the family or any individual witness has any technological, resource, or accessibility barriers, the family may inform the PHA and the PHA will assist the family in either resolving the issue or allow the family to participate in an in-person hearing, as appropriate.			YES	yes				
16-19	NEW	If the family cannot show good cause for the failure to appear, or a rescheduling is not needed as a reasonable accommodation, the PHA's decision will stand.			YES	yes				2021
16-20	NEW	PHA Policy: If the hearing will be conducted remotely, the PHA will compile a hearing packet, consisting of all documents the PHA intends to produce at the informal hearing. The PHA will send copies of the hearing packet to the family, the family's representatives, if any, and the hearing officer at least three days before the scheduled remote informal hearing. The original hearing packet will be in the possession of the PHA representative and retained by the PHA. Documents will be shared electronically whenever possible. Refer to the external Communications Manual for the PHA's current communication strategy.	Includes new from 2021 and add from 2022		YES	yes				2022
16-21	ADD	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	Removes program manager as hearing officer. Adds policy mgr or other senior DSS staff		YES	yes				2021
16-22	ADD	PHA Policy: Hearings may be attended by a hearing officer and the following applicable persons: PHA representative(s) and any witnesses for the PHA The PHA's counsel or other representative	Allows PHA to have multiple representatives. Allows PHA to have counsel		YES	yes				2021
16-26	ADD	PHA Policy: The hearing officer will send a "Notice of Hearing Decision" to the PHA and to the participant on the same day. This notice will be sent by first-class mail and/or e-communication. The participant will be sent the original "Notice of Hearing Decision" and a copy of the proof of sending. A copy of the "Notice of Hearing Decision" will be maintained in the PHA's file. Refer to the external Communications Manual for the PHA's current communication strategy.	Adds send instead of mail; e-communication; external manual		YES	yes				2022
16-26	ADD	PHA Policy: In such a case, the PHA will send a "Notice of Final Decision" to the PHA and the participant on the same day. The "Notice of Final Decision" will be sent by first-class mail and/or e-communication. A copy of this notice will be maintained in the PHA's file. Refer to the external Communications Manual for the PHA's current communication strategy.	Adds send instead of mail; e-communication; external manual		YES	yes				2022
16-28	ADD	PHA Policy: The family must provide the PHA with a copy of the written request for appeal and proof of sending within 10 business days of sending the request to the USCIS. Refer to the external Communications Manual for the PHA's current communication strategy.	Send instead of mail		YES	yes				2022
16-31	NEW	If the family breaches an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA, the PHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner by a PHA. The PHA may prescribe the terms of the agreement [24 CFR 982.552(c)(1)(vii)].			YES	yes				2022
16-32	ADD	PHA Policy: If the owner is entitled to future HAP payments, the PHA will reduce the future HAP payments by the amount owed until the debt is paid in full.	Clarifies that PHA will not accept repayment via check if the owner is entitled to future HAP payments		YES	yes				2022
16-32	NEW	When an owner refuses to repay monies owed to the PHA, the PHA will utilize other available collection alternatives including, but not limited to, the following: Collection agencies Small claims court Civil lawsuit State income tax set-off program	Moved from previous section		YES	yes				2022
16-32	NEW	Families are required to reimburse the PHA if they were charged less rent than required because the family either underreported or failed to report income. PHAs are required to determine retroactive rent amounts as far back as the PHA has documentation of family unreported income [Notice PIH 2018-18].			YES	yes				2022

16-32	NEW	<p>Refusal to Enter into an Agreement</p> <p>If the family refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, the PHA must terminate assistance [Notice PIH 2018-18].</p> <p>PHA Policy</p> <p>When a family refuses to repay monies owed to the PHA, in addition to termination of program assistance, the PHA will utilize other available collection alternatives including, but not limited to, the following:</p> <ul style="list-style-type: none"> Collection agencies Small claims court Civil lawsuit <p>State income tax set-off program</p> <p>Notice PIH 2018-18</p>			YES	yes				2022	
16-37	NEW				YES	yes					2022
16-34	ADD	<p>PHA Policy: The PHA has established the following thresholds for repayment of debts:</p> <ul style="list-style-type: none"> Amounts between \$3,000 and the federal or state threshold for criminal prosecution must be repaid within 36 months. Amounts between \$2,000 and \$2,999 must be repaid within 30 months. Amounts between \$1,000 and \$1,999 must be repaid within 24 months. Amounts under \$1,000 must be repaid within 12 months. 	Establishes thresholds and timelines for repayment amounts		YES	yes				2021	
16-34	NEW	All repayment agreements must be in writing, dated, and signed by both the family and the PHA [Notice PIH 2018-18].			YES	yes					2022
16-34	ADD	PHA Policy: Any repayment agreement between the PHA and a family must be signed and dated by the PHA and by the head of household and spouse/cohead (if applicable) within 15 days of repayment agreement generation.	Forces execution of repayment agreement within 15 days of generation		YES	yes					2021
16-34	ADD	PHA Policy: The PHA offers a grace period without penalty until the close of business on the last day of the month in which the payment is due. If the last day of the month does not fall on a business day, the grace period extends until the close of business on the first business day after the last day of the month.	Adds grace period for repayments		YES	yes					2022
16-36	ADD	PHA Policy: The PHA generally will not enter into a repayment agreement with a family if there is already a repayment agreement in place with the family, has had an opportunity of repayment agreement in the past 2 years , or if the amount owed by the family exceeds the federal or state threshold for criminal prosecution.	If family has had opportunity to repay in last 2 years. They must repay in full or be terminated		YES	yes					2021
16-36	NEW	<p>Repayment Agreement Terms</p> <p>All repayment agreements must be in writing, dated, signed by both the family and the PHA, include the total retroactive rent amount owed, any amount of lump sum payment made at time of execution, if applicable, and the monthly repayment amount. Notice PIH 2018-18 requires certain provisions, at a minimum, be included in any repayment agreement involving amounts owed by a family because it underreported or failed to report income:</p>			YES	yes				2022	
16-39	NEW	REMOVE for admission			YES	yes					2022
16-39	NEW	•This indicator shows whether the PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units at the required times.			YES	yes					2022
16-40	NEW	•Points are based on the percent of reexaminations that are less than two months overdue, according to data from PIC.			YES	yes					2022
16-41	NEW	•Points are based on the percent of newly leased units that passed HQS inspection on or before the effective date of the lease and HAP contract, according to data from PIC.			YES	yes					2022
16-43	NEW	24 CFR 908.101			YES	yes					2022
16-43	NEW	<p>The PHA must keep the last three years of the Form HUD-50058 and supporting documentation during the term of each assisted lease, and for a period of at least three years from the end of participation (EOP) date [24 CFR 908.101].</p> <p>•The PHA must maintain Enterprise Income Verification (EIV) system Income Reports in the tenant file for the duration of the tenancy but for a period not to exceed three years from the EOP date [Notice PIH 2018-18].</p>			YES	yes				2022	
16-45	ADD	PHA Policy: All applicant and participant information will be kept digitally, in a secured, encrypted software and access will be limited to authorized PHA staff.	Referring to Yardi Breeze		YES	yes					2021
16-47	NEW	The owner must also notify the HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH) of the child's address within five business days. The PHA may collaborate with the owner on the notification process, such as by agreeing with the owner to provide the required notifications on the owner's behalf.			YES	yes					2021
16-48	NEW	If the total annual HAP needs equal or exceed the annual budget authority and funding reserves ,			YES	yes					2022
16-52	NEW	The PHA is not limited to providing VAWA information at the times specified in the above policy. If the PHA decides to provide VAWA information to a participant following an incident of domestic violence, Notice PIH 2017-08 cautions against sending the information by mail, since the abuser may be monitoring the mail. The notice recommends that in such cases the PHA make alternative delivery arrangements that will not put the victim at risk.			YES	yes					2021
16-54	NEW	The form may be filled out and submitted on behalf of the victim.	ACOH can assist victim in filling out VAWA form		YES	yes					2021
16-55	NEW	HUD recommends documentation in a confidential manner when a verbal statement or other evidence is accepted.	Recommends that verbal reporting of evidence of VAWA be confidentially recorded in their file		YES	yes					2021
CHAPTER 17: Project Based Vouchers											
17-2	NEW	FR Notice 1/18/17; Notice PIH 2017-21			YES	yes					2021
17-2	NEW	FR Notice 1/24/22			YES	yes					2022
17-2	NEW	For units under a HAP contract that was first executed on or after April 18, 2017			YES	yes					2022
17-2	NEW	<p>•PBV units that house eligible youth receiving FUPY/FYI assistance are also covered by this 10 percent exception authority if the units are under a HAP contract that became effective after December 27, 2020, and if the unit is occupied by an eligible youth receiving FUPY/FYI assistance. FYI TPVs that were awarded under Notice PIH 2019-20 are not part of this exception since PHAs are prohibited from project-basing FYI TPVs. Units added after December 27, 2020, through an amendment of a HAP contract that became effective after December 27, 2020, are eligible for this 10 percent exception authority. In contrast, units added after December 27, 2020, through an amendment of a HAP contract that became effective on or prior to December 27, 2020, are not eligible for this 10 percent exception authority [FR Notice 1/24/22]. See Chapter 19 for policies specific to project-basing FUPY vouchers.</p>			YES	yes				2022	
17-4	ADD	PHA Policy: The PHA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.	Allows an additional 10% of Vouchers to be PBV'd for homeless, veterans, disabilities, elderly, poverty		YES	yes					2021
17-9	NEW	PHA Policy: The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.	More detail to be published in paper when announcing PBV RFP		YES	yes					2021
17-13	NEW	<p>HUD requires new construction and rehabilitation housing that will include forms of governmental assistance other than PBVs to undergo a subsidy layering review (SLR) prior to entering into an Agreement to Enter into Housing Assistance Payments Contract (AHAP). Subsidy layering requirements do not apply to existing housing, when PBV is the only governmental assistance, or for projects already subject to a PBV HAP contract, even if the project is recapitalized with outside sources of funding.</p> <p>When a PHA selects a new construction or rehabilitation project, the PHA must require information regarding all HUD and/or other federal, state, or local governmental assistance to be disclosed by the project owner using Form HUD-2880. Appendix A of FR Notice 2/28/20 contains a list of all required documentation.</p> <p>Either HUD or a HUD-approved housing credit agency (HCA) in the PHA's jurisdiction performs the subsidy layering review. The PHA must request an SLR through their local HUD Field Office or, if eligible, through a participating HCA. If the SLR request is submitted to an approved HCA, and the proposed project-based voucher assistance meets HUD subsidy layering requirements, the HCA must submit a certification to HUD and notify the PHA. The PHA may proceed to execute an AHAP at that time if the environmental approval is received.</p> <p>The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.</p>	<ul style="list-style-type: none"> - New and rehab requires a SLR, now - Now need form - HUD-2880. FR notice 2/28/20 has all other requirements - HUD or HUD-approved housing credit agency must approve 		YES	yes				2021	
17-14	NEW	FR Notice 1/24/22			YES	yes					2022
17-14	NEW	<p>Under the Fostering Stable Housing Opportunities (FSHO) amendments, units exclusively made available to youth receiving FUPY/FYI assistance may be excepted from the project cap for HAP contracts first effective after December 27, 2020. For more information on excepted units for FUPY, see Chapter 19.</p> <p>Projects where these caps were implemented prior to HOTMA (HAP contracts executed prior to April 18, 2017) or FSHO (contract in effect on or prior to December 27, 2020) may continue to use the former exceptions and may renew their HAP contracts under the old requirements, unless the PHA and owner agree to change the conditions of the HAP contract. However, this change may not be made if it would jeopardize an assisted family's eligibility for continued assistance in the project.</p>			YES	yes				2022	
17-21	NEW	The PHA also has the option in certain mixed finance properties to rely on alternative inspections conducted at least triennially.			YES	yes					2022
17-34	ADD	PHA Policy: The PHA will determine eligibility for up to three families at a time, before providing the Short List of eligible families to the owner.	PHA will determine eligibility before providing short list to PBV owner		YES	yes					2022

17-37 to 17-38	ADD	<p>PHA Policy: The PHA will use the following local preferences:</p> <ul style="list-style-type: none"> •Residency Preference: For families who live, work, or have been hired to work in Albemarle County •Homeless Preference: For families who are currently experiencing homelessness and/or previously experienced homelessness. Applicants must have been certified as meeting the criteria for this preference by the Blue Ridge Area Coalition for the Homeless Continuum of Care (CoC) Coordinated Entry System. •Veteran's Preference: This preference is available to current members of the U.S. Armed Forces, veterans who were discharged or released from service under conditions other than dishonorable, or surviving spouses of veterans. •Victims of Domestic Violence: For families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from other covered housing program operated by this PHA. The PHA will work with the following partnering service agencies: <ul style="list-style-type: none"> oShelter for Help and Emergency, oSexual Assault Resource Agency, and oAlbemarle County Victim/Witness Program. <p>The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.</p> <ul style="list-style-type: none"> •Disability Preference: This preference is extended to disabled persons or families with a disabled member as defined in this plan. <p>Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.</p> <ul style="list-style-type: none"> •Residency Preference – 10 points •Homeless Preference – 6 points •Veteran's Preference – 2 points •Victims of Domestic Violence – 2 points •Disability Preference – 1 point 	Matches preferences in PBV program to preferences in HCV program		YES	yes				2021
17-40	ADD	<p>PHA Policy: The owner must notify the PHA in writing within five business days of learning about any vacancy or expected vacancy.</p> <p>The PHA will provide a short waiting list of eligible families to the owner. These families will be contacted in accordance with the tenant selection procedures established with each respective owner. When the list is exhausted, the owner will contact the PHA and request a new short list. Refer to the external Communications Manual for the PHA's current communication strategy.</p>	5 business day notice of vacancy. PHA will send short list		YES	yes				2022
17-44	ADD	PHA Policy: The PHA will require families to initiate interim reexaminations through the PHA's Housing Portal.	Adds Housing Portal		YES	yes				2022
17-51	NEW	During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a ten percent or greater decrease in the published FMR.			YES	yes				
17-54	ADD	PHA Policy: 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.	Points to PHA procedure		YES					2022
17-61 to 17-62	NEW	<p>Structure Type: [Identify the structure type, i.e. Single Family Detached, Duplex or Two Family, Row House or Town House, Low Rise (3,4 Stories, including Garden Apartment), Highrise (5 or more stories)]</p> <p>Housing Type: [Identify if the units are an Independent Group Residence or Single Room Occupancy]</p> <p>UTILITY RESPONSIBILITY</p> <p>[Enter in Accordance with the HAP Exhibit C]</p> <p>Utility Fuel Type</p> <p>(Gas, Electric, Oil, Coal, Other) Paid By (Tenant/Owner) Provided By (Tenant/Owner)</p> <p>Heating Electric Tenant Owner</p> <p>Cooking Electric Tenant Owner</p> <p>Water Heating Electric Tenant Owner</p> <p>Other Electric Tenant Owner</p> <p>Water Owner Owner</p> <p>Sewer Owner Owner</p> <p>Trash Collection Owner Owner</p> <p>Air Conditioning Tenant Owner</p> <p>Refrigerator</p> <p>Range/Microwave</p> <p>Other (specify)</p>			YES	yes				2022
17-63	NEW	•FUPY/FYI Units: [Enter "Yes" or "No." If yes, identify which units are FUP units]			YES	yes				2022
17-63	NEW	REMOVE Utilities: [Enter in accordance with HAP contract Exhibit C]			YES	yes				2022
ALL	NEW	Chapter 19: Special Purpose Vouchers			YES	yes				2022
GL-2	NEW	IVT - Income Validation Tool			YES	yes				2022
GL-8	NEW	Family self-sufficiency program (FSS program). The program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the coordination of supportive services to these families (24 CFR 984.103).			YES	yes				2022
GL-10	ADD	Housing Portal. The PHA's customized online platform, through Yardi RentCafe, for the intake and dissemination of HCV-related material, including but not limited to waiting list applications, intake certification, reexaminations, interim changes, income verifications, inspection results, HAP ledgers, and remote virtual briefings.			YES	yes				2022
GL-15 to GL-16	NEW	<p>Small rural public housing agency (PHA). Section 38 defines the term "small public housing agency" as a public housing agency "for which the sum of the number of public housing dwelling units administered by the agency and the number of vouchers under section 8(o) administered by the agency is 550 or fewer" and "that predominantly operates in a rural area, as described in section 1026.35(b)(2)(iv)(A) of title 12, Code of Federal Regulations." After consideration of the public comments discussed above, HUD is interpreting "predominantly operates in a rural area" to mean a small PHA that:</p> <p>(1) as a primary administrative building with a physical address in a rural area as described in 12 CFR 1026.35(b)(2)(iv)(A); or</p> <p>(2) more than 50 percent of its combined public housing units and voucher units under section 8(o) are in rural areas as described in 12 CFR 1026.35(b)(2)(iv)(A). HUD also clarifies that voucher units under section 8(o) include those in the tenant-based Housing Choice Voucher (HCV) program and the Project-Based Voucher (PBV) program.</p>			YES	yes			2022	
GL-18 to GL-19	NEW	Welfare assistance. Income assistance from federal or state welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care or other services for working families. For the FSS program (24 CFR 984.103), welfare assistance includes only cash maintenance payments designed to meet a family's ongoing basic needs. Does not include nonrecurring short term benefits designed to address individual crisis situations, work subsidies, supportive services such as child care and transportation provided to families who are employed, refundable earned income tax credits, contributions to and distributions from Individual Development Accounts under TANF, services such as counseling, case management, peer support, child care information and referral, financial empowerment, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, amounts solely directed to meeting housing expenses, amounts for health care, Supplemental Nutrition Assistance Program (SNAP) and emergency rental and utilities assistance, SSI, SSDI, or social security, and child-only or non-needy TANF grants made to or on behalf of a dependent child solely on the basis of the child's need and not the need of the child's current non-parental caretaker.			YES	yes				2022

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