

PROPOSED CHANGES TO ADMINISTRATIVE PLAN

4-I.D. PLACEMENT ON THE WAITING LIST

Eligible for Placement on the Waiting List

PHA Policy

HCV applicants will be placed on the waiting list first by preference priority and then as determined by a system generated random sort performed prior to each selection process.

Project-Based and Moderate Rehabilitation applicants will be placed on the waiting list according to any preference(s) priority for which they qualify, and then by date and time the complete application is received by the PHA.

[Previous plan did not apply any preferences to Project Based or Moderate Rehabilitation applications]

4-III.C. SELECTION METHOD

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHA Policy

The PHA will use the following local preferences:

- **Residency Preference:** For families who live, work or have been hired to work in Albemarle County
- **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:** This preference is for families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency or is seeking an emergency transfer from other covered housing programs operated by this PHA.
- **Disability Preference:** This preference is extended to disabled persons or families with a disabled member as defined in this plan.

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.

- Residency Preference – 10 points
- Victims of Domestic Violence – 2 points
- Veteran's Preference – 2 points

➤ Disability Preference – 1 point

[Addition of Victims of Domestic Violence, Veteran, and Disability Preferences and allocation of points applied to application]

Order of Selection

PHA Policy

Families will be selected from the HCV waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference 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. Families will be selected from the Project-Based and/or Moderate Rehabilitation waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected according to the date and time of application.

[Clarification of Selection procedures for all wait list applications]

5-I.C. FAMILY OBLIGATIONS

Time Frames for Reporting Changes Required by Family Obligations

PHA Policy

Unless otherwise noted below, when family obligations require the family to respond to a request or notify the PHA of a change, notifying the PHA of the request or change within 10 business days is considered prompt notice.

[Changed from 30 business days]

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

PHA Policy

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

Foster children will be included in determining unit size only if they will be in the unit for more than six (6) months.

[Updated to follow HUD guidance in applying subsidy standards providing for the smallest number of bedrooms needed to house a family without overcrowding.]

5-II.E. VOUCHER TERM AND EXTENSIONS

PHA Policy

The initial voucher term will be 90 calendar days.

[Changed from 60 calendar days]

6-III.A. OVERVIEW OF RENT AND SUBSIDY CALCULATIONS

Minimum Rent [24 CFR 5.630]

PHA Policy

The minimum rent for this locality is \$0.

[Changed from \$50 to avoid potential financial hardship for extremely-low income families]

7-II.H. VERIFICATION OF PREFERENCE STATUS

PHA Policy

Residency Preference: For families who live, work or have been hired to work in Albemarle County

In order to verify that an applicant is a resident, the PHA will require a minimum of three (3) of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voter registration records, credit reports, statement from household with who the family is residing.

For families who work or have been hired to work in Albemarle County, a statement from the employer will be required.

Veterans 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

The PHA will require U.S. government documents which indicate that the applicant qualifies under the above definition.

Victims of Domestic Violence: This preference is available to families that include victims of domestic violence.

The PHA will require written verification from the police, a social service agency, the court, a clergy person, a physician, and/or a public or private facility giving shelter and/or counseling to victims. The documentation must verify that the family has been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home, and identify when the actual or threatened physical violence against the applicant last occurred.

The family must certify that the abuser will not return to the household without the advance written approval of the PHA.

Disability Preference: This preference is extended to disabled persons or families with a disabled member as defined in this plan
The PHA will require appropriate documentation from a knowledgeable professional.
The PHA will not inquire as to the nature or extent of the disability.
An award letter or other proof of eligibility for Social Security Disability or Supplemental Security Income will be acceptable.

[List of acceptable documents for verification of preference claimed on initial application]

11-I.B STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 982.516(b)]

PHA Policy

The PHA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. The PHA will document in the file how the determination that a source of income was fixed was made.
If a family member with a fixed source of income is added, the PHA will use third-party verification of all income amounts for that family member.
If verification of the COLA or rate of interest is not available, the PHA will obtain third-party verification of income amounts.
Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.
Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.

[Incorporation of HUD's Streamlining Rule regarding fixed sources of income {24 CFR 960.257, 982.516, PIH Notice 2016-05}]

11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

PHA Policy

Families are required to report all increases in income, including new employment, in writing, 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.

[Changed from 30 business days]

16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]

PHA Policy

The PHA has designated the following to serve as hearing officers:
Albemarle County Office of Housing Supervisor
Albemarle County Department of Social Services – Director or Supervisory Staff
Charlottesville Redevelopment and Housing Authority – Director or Supervisory Staff
Piedmont Housing Alliance – Director or Supervisory Staff

[Identifying designated hearing officers]

16-IV.B. REPAYMENT POLICY

General Repayment Agreement Guidelines for Families

PHA Policy

The PHA has established the following thresholds for repayment of debts:

Amounts between \$1,000 and \$1,999 must be repaid within 24 months.

Amounts under \$1,000 must be repaid within 12 months.

If a family can provide evidence satisfactory to the PHA that the threshold applicable to the family's debt would impose an undue hardship, the PHA may, in its sole discretion, determine that a lower monthly payment amount is reasonable.

[Identification of repayment guidelines to insure consistency in application]

No Offer of Repayment Agreement

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 5 years or if the amount owed by the family exceeds \$2,000.

[Changed from \$5,000]