

## Administrative Plan -Table of Contents

---

### Introduction

#### ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN

### Chapter 1

#### OVERVIEW OF THE PROGRAM AND PLAN

PART I:	THE PHA.....	1-1
	1-I.A. Overview.....	1-1
	1-I.B. Organization and Structure of the PHA.....	1-2
	1-I.C. PHA Mission .....	1-2
	1-I.D. The PHA’s Programs .....	1-3
	1-I.E. The PHA’s Commitment to Ethics and Service .....	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-5
	1-II.A. Overview and History of the Program.....	1-5
	1-II.B. HCV Program Basics.....	1-7
	1-II.C. The HCV Partnerships.....	1-7
	The HCV Relationships:.....	1-8
	What does HUD do?.....	1-9
	What does the PHA do?.....	1-9
	What does the Owner do?.....	1-10
	What does the Family do? .....	1-11
	1-II.D. Applicable Regulations.....	1-12
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-13
	1-III.A. Overview and Purpose of the Plan.....	1-13
	1-III.B. Contents of the Plan (24CFR 982.54).....	1-13
	Mandatory vs. Discretionary Policy .....	1-15
	1-III.C. Organization of the Plan .....	1-15
	1-III.D. Updating and Revising the Plan .....	1-15

**Administrative Plan -Table of Contents**

---

**Chapter 2  
FAIR HOUSING AND EQUAL OPPORTUNITY**

PART I:	NONDISCRIMINATION.....	2-3
	2-I.A. Overview.....	2-3
	2-I.B. Nondiscrimination .....	2-4
	Providing Information to Families and Owners .....	2-5
	Discrimination Complaints .....	2-5
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES .....	2-7
	2-II.A. Overview.....	2-7
	2-II.B. Definition of Reasonable Accommodation .....	2-8
	Types of Reasonable Accommodations.....	2-8
	2-II.C. Request for an Accommodation .....	2-9
	2-II.D. Verification of Disability .....	2-10
	2-II.E. Approval/Denial of a Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].....	2-11
	2-II.F. Program Accessibility for Persons with Hearing or Vision Impairments .....	2-12
	2-II.G. Physical Accessibility .....	2-13
	2-II.H. Denial or Termination of Assistance .....	2-14
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-15
	2-III.A. Overview.....	2-15
	2-III.B. Oral Interpretation .....	2-16
	2-III.C. Written Translation.....	2-16
	2-III.D. Implementation Plan.....	2-17
Exhibit 2-1:	Definition of a Person with a Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-19

## Administrative Plan -Table of Contents

---

### Chapter 3 ELIGIBILITY

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-3
3-I.A.	Overview.....	3-3
3-I.B.	Family and Household [24 CFR 982.201(c), HUD-50058 IB, p. 13] ....	3-3
	Family .....	3-3
	Household .....	3-3
3-I.C.	Family Break-Up and Remaining Member of Tenant Family.....	3-4
	Family Break-up [24 CFR 982.315].....	3-4
	Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-4
3-I.D.	Head of Household [24 CFR 5.504(b)] .....	3-5
3-I.E.	Spouse, Cohead, and Other Adult .....	3-5
3-I.F.	Dependent [24 CFR 5.603].....	3-6
	Joint Custody of Dependents .....	3-6
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29] .....	3-6
3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403] .....	3-6
	Elderly Persons .....	3-6
	Near-Elderly Persons .....	3-6
	Elderly Family .....	3-6
3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403].....	3-7
	Persons with Disabilities.....	3-7
	Disabled Family.....	3-7
3-I.J.	Guests [24 CFR 5.100] .....	3-7
3-I.K.	Foster Children and Foster Adults.....	3-8
3-I.L.	Absent Family Members.....	3-8
	Definitions of Temporarily and Permanently Absent.....	3-8
	Absent Students .....	3-8
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-9
	Absent Head, Spouse, or Cohead .....	3-9
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-9
	Return of Permanently Absent Family Members .....	3-9
3-I.M.	Live-In Aide.....	3-10

## Administrative Plan -Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA .....	3-11
3-II.A.	Income Eligibility and Targeting .....	3-11
	Income Limits .....	3-11
	Types of Low-Income Families [24 CFR 5.603(b)] .....	3-11
	Using Income Limits for Eligibility [24 CFR 982.201] .....	3-11
	Using Income Limits for Targeting [24 CFR 982.201] .....	3-12
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E] .....	3-13
	Declaration [24 CFR 5.508] .....	3-13
	Mixed Families .....	3-14
	Ineligible Families [24 CFR 5.514(d), (e), and (f)] .....	3-14
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)] .....	3-15
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218] .....	3-15
3-II.D.	Family Consent to Release of Information [24 CFR 5.230, HCV GB, p. 5-13] .....	3-16
3-II.E.	Students Enrolled In Institutions of Higher Education [24 CFR 5.612 and FR Notice 4/10/06] .....	3-17
	Definitions .....	3-17
	Determining Student Eligibility .....	3-19
PART III:	DENIAL OF ASSISTANCE .....	3-21
3-III.A.	Overview .....	3-21
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] .....	3-21
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), Pub.L. 109-162] .....	3-21
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)] .....	3-22
3-III.C.	Other Permitted Reasons for Denial of Assistance .....	3-23
	Criminal Activity [24 CFR 982.553] .....	3-23
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)] .....	3-24
3-III.D.	Screening .....	3-25
	Screening for Eligibility .....	3-25
	Screening for Suitability as a Tenant [24 CFR 982.307] .....	3-26
3-III.E.	Criteria for Deciding to Deny Assistance .....	3-27
	Evidence [24 CFR 982.553(c)] .....	3-27
	Consideration of Circumstances [24 CFR 982.552(c)(2)] .....	3-27
	Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)] .....	3-28
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	3-28
3-III.F.	Notice of Eligibility or Denial .....	3-29

**Administrative Plan -Table of Contents**

---

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking [Pub.L. 109-162].....	3-30
Definitions .....	3-30
Notification .....	3-31
Documentation.....	3-31
PHA Confidentiality Requirements .....	3-32
Exhibit 3-1: Detailed Definitions Related to Disabilities .....	3-33
Person with Disabilities [24 CFR 5.403].....	3-33
Individual with Handicaps [24 CFR 8.3].....	3-35
Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] .....	3-37
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006] .....	3-37

## Administrative Plan -Table of Contents

---

### Chapter 4

#### APPLICATIONS, WAITING LIST AND TENANT SELECTION

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

**Administrative Plan -Table of Contents**

---

**Chapter 5  
BRIEFINGS AND VOUCHER ISSUANCE**

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

**Administrative Plan -Table of Contents**

---

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

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition and Income.....	6-3
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-4
	Family Members Permanently Confined for Medical Reasons.....	6-5
	Joint Custody of Dependents.....	6-5
	Caretakers for a Child.....	6-6
6-I.C.	Anticipating Annual Income.....	6-7
	Basis of Annual Income Projection.....	6-7
	Projecting Income.....	6-8
6-I.D.	Earned Income.....	6-9
	Types of Earned Income Included in Annual Income.....	6-9
	Types of Earned Income <u>Not</u> Counted in Annual Income.....	6-9
6-I.E.	Earned Income Disallowance for Persons with Disabilities [24 CFR 5.617].....	6-13
	Eligibility.....	6-13
	Calculation of the Disallowance.....	6-14
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-15
	Business Expenses.....	6-15
	Business Expansion.....	6-15
	Capital Indebtedness.....	6-15
	Negative Business Income.....	6-16
	Withdrawal of Cash or Assets from a Business.....	6-16
	Co-owned Businesses.....	6-16
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)].....	6-17
	Overview.....	6-17
	General Policies.....	6-17
	Types of Assets.....	6-21
6-I.H.	Periodic Payments.....	6-25
	Periodic Payments <u>Included</u> in Annual Income.....	6-25
	Lump-Sum Payments for the Delayed Start of a Periodic Payment.....	6-25
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-26
6-I.I.	Payments In Lieu of Earnings.....	6-27
6-I.J.	Welfare Assistance.....	6-28
	Overview.....	6-28
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615].....	6-28



## Administrative Plan -Table of Contents

6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)] .....	6-29
	Alimony and Child Support.....	6-29
	Regular Contributions or Gifts .....	6-29
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9)].....	6-30
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9) and FR 4/10/06].....	6-30
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)] .....	6-31
6-I.M.	Additional Exclusions From Annual Income	
PART II:	ADJUSTED INCOME.....	6-35
6-II.A.	Introduction.....	6-35
	Overview.....	6-35
	Anticipating Expenses .....	6-35
6-II.B.	Dependent Deduction .....	6-36
6-II.C.	Elderly or Disabled Family Deduction .....	6-36
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-37
	Definition of <i>Medical Expenses</i> .....	6-37
	Summary of Allowable Medical Expenses from IRS Publication 502 .....	6-37
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-38
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-39
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-39
	Eligible Disability Expenses.....	6-40
	Necessary and Reasonable Expenses.....	6-41
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-41
6-II.F.	Child Care Expense Deduction.....	6-42
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-42
	Qualifying for the Deduction.....	6-42
	Earned Income Limit on Child Care Expense Deduction .....	6-44
	Eligible Child Care Expenses .....	6-45

## Administrative Plan -Table of Contents

---

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

**Administrative Plan -Table of Contents**

---

**Chapter 7  
VERIFICATION**

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

<b>PART I:</b>	<b>GENERAL VERIFICATION REQUIREMENTS .....</b>	<b>7-1</b>
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230].....	7-1
	Consent Forms .....	7-1
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-1
7-I.B.	Overview of Verification Requirements.....	7-2
	HUD’s Verification Hierarchy .....	7-2
	Requirements for Acceptable Documents .....	7-2
	File Documentation .....	7-3
7-I.C.	Up-Front Income Verification (UIV) .....	7-3
	Use of HUD’s Enterprise Income Verification (EIV) System .....	7-4
7-I.D.	Third-Party Written and Oral Verification .....	7-6
	Reasonable Effort and Timing.....	7-6
	When Third-Party Information is Late .....	7-7
	When Third-Party Verification is Not Required .....	7-7
7-I.E.	Review of Documents.....	7-9
	Using Review of Documents as Verification .....	7-9
7-I.F.	Self-Certification .....	7-9
<b>PART II:</b>	<b>VERIFYING FAMILY INFORMATION.....</b>	<b>7-11</b>
7-II.A.	Verification of Legal Identity .....	7-11
7-II.B.	Social Security Numbers [24 CFR 5.216 and HCV GB, p. 5-12] .....	7-12
7-II.C.	Documentation of Age.....	7-13
7-II.D.	Family Relationships .....	7-14
	Marriage.....	7-14
	Separation or Divorce .....	7-14
	Absence of Adult Member.....	7-15
	Foster Children and Foster Adults.....	7-15
7-II.E.	Verification of Student Status.....	7-16
	General Requirements .....	7-16
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-16
7-II.F.	Documentation of Disability.....	7-17
	Family Members Receiving SSA Disability Benefits .....	7-18
	Family Members Not Receiving SSA Disability Benefits .....	7-18
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-19
	Overview.....	7-19
	U.S. Citizens and Nationals .....	7-19
	Eligible Immigrants .....	7-20
7-II.H.	Verification of Preference Status.....	7-20

## Administrative Plan -Table of Contents

---

PART III:	VERIFYING INCOME AND ASSETS .....	7-21
7-III.A.	Earned Income .....	7-21
	Tips .....	7-21
7-III.B.	Business and Self Employment Income .....	7-21
7-III.C.	Periodic Payments and Payments In Lieu of Earnings .....	7-22
	Social Security/SSI Benefits.....	7-22
7-III.D.	Alimony or Child Support .....	7-23
7-III.E.	Assets and Income From Assets .....	7-24
	Assets Disposed of for Less than Fair Market Value .....	7-24
7-III.F.	Net Income From Rental Property.....	7-24
7-III.G.	Retirement Accounts .....	7-25
7-III.H.	Income From Excluded Sources .....	7-25
7-III.I.	Zero Annual Income Status .....	7-25
7-III.J.	Student Financial Assistance .....	7-26
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-27
PART IV:	VERIFYING MANDATORY DEDUCTIONS .....	7-29
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-29
	Dependent Deduction .....	7-29
	Elderly/Disabled Family Deduction .....	7-29
7-IV.B.	Medical Expense Deduction .....	7-30
	Amount of Expense .....	7-30
	Eligible Household .....	7-31
	Qualified Expenses .....	7-31
	Unreimbursed Expenses .....	7-31
	Expenses Incurred in Past Years.....	7-31
7-IV.C.	Disability Assistance Expenses .....	7-32
	Amount of Expense .....	7-32
	Family Member is a Person with Disabilities.....	7-33
	Family Member(s) Permitted to Work .....	7-33
	Unreimbursed Expenses .....	7-33
7-IV.D.	Child Care Expenses.....	7-34
	Eligible Child.....	7-34
	Unreimbursed Expense.....	7-34
	Pursuing an Eligible Activity .....	7-35
	Allowable Type of Child Care.....	7-36
	Reasonableness of Expenses.....	7-36
Exhibit 7-1:	Excerpt From HUD Verification Guidance Notice (PIH 2004-01, pp. 11-14) .....	7-37
Exhibit 7-2:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-41

**Administrative Plan -Table of Contents**

---

**Chapter 8  
HOUSING QUALITY STANDARDS AND RENT REASONABLENESS  
DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

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

## Administrative Plan -Table of Contents

---

PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-17
8-III.A.	Overview.....	8-17
	PHA-owned Units [24 CFR 982.352(b)].....	8-17
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-18
	Owner-initiated Rent Determinations.....	8-18
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-18
8-III.C.	How Comparability Is Established .....	8-19
	Factors to Consider .....	8-19
	Units that Must Not be Used as Comparables .....	8-19
	Rents Charged for Other Units on the Premises .....	8-19
8-III.D.	PHA Rent Reasonableness Methodology .....	8-20
	How Market Data is Collected .....	8-20
	How Rents are Determined.....	8-20
Exhibit 8-1:	Overview of HUD Housing Quality Standards .....	8-21
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality .....	8-25

## Administrative Plan -Table of Contents

---

### Chapter 9 GENERAL LEASING POLICIES

9-I.A.	Tenant Screening .....	9-2
9-I.B.	Requesting Tenancy Approval [Form HUD-52517] .....	9-3
9-I.C.	Owner Participation .....	9-4
9-I.D.	Eligible Units .....	9-5
	Ineligible Units [24 CFR 982.352(a)].....	9-5
	PHA-Owned Units [24 CFR 982.352(b)].....	9-5
	Special Housing Types [24 CFR 982 Subpart M].....	9-5
	Duplicative Assistance [24 CFR 982.352(c)].....	9-6
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] .....	9-6
	Unit Size .....	9-7
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507].....	9-7
	Rent Burden [24 CFR 982.508].....	9-7
9-I.E.	Lease and Tenancy Addendum.....	9-8
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-8
	Lease Information [24 CFR 982.308(d)].....	9-8
	Term of Assisted Tenancy .....	9-9
	Security Deposit [24 CFR 982.313 (a) and (b)] .....	9-9
	Separate Non-Lease Agreements between Owner and Tenant.....	9-10
	PHA Review of Lease .....	9-11
9-I.F.	Tenancy Approval [24 CFR 982.305] .....	9-12
9-I.G.	HAP Contract Execution [24 CFR 982.305] .....	9-13
9-I.H.	Changes in Lease or Rent [24 CFR 982.308].....	9-14

## Administrative Plan -Table of Contents

### Chapter 10

#### MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

PART I:	MOVING WITH CONTINUED ASSISTANCE .....	10-1
10-I.A.	Allowable Moves.....	10-1
10-I.B.	Restrictions On Moves .....	10-3
	Denial of Moves .....	10-3
	Restrictions on Elective Moves [24 CFR 982.314(c)].....	10-4
10-I.C.	Moving Process .....	10-5
	Notification .....	10-5
	Approval .....	10-5
	Reexamination of Family Income and Composition .....	10-5
	Voucher Issuance and Briefing.....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)] .....	10-6
PART II:	PORTABILITY .....	10-7
10-II.A.	Overview.....	10-7
10-II.B.	Initial PHA Role .....	10-8
	Allowable Moves under Portability.....	10-8
	Determining Income Eligibility.....	10-9
	Reexamination of Family Income and Composition .....	10-9
	Briefing .....	10-10
	Voucher Issuance and Term .....	10-10
	Voucher Extensions and Expiration .....	10-10
	Initial Contact with the Receiving PHA .....	10-11
	Sending Documentation to the Receiving PHA .....	10-11
	Initial Billing Deadline [Notice PIH 2004-12] .....	10-12
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12] .....	10-12
	Annual Updates of Form HUD-50058 .....	10-13
	Subsequent Family Moves.....	10-13
	Denial or Termination of Assistance [24 CFR 982.355(c)(9)].....	10-13
10-II.C.	Receiving PHA Role.....	10-14
	Initial Contact with Family.....	10-14
	Briefing .....	10-15
	Income Eligibility and Reexamination .....	10-15
	Voucher Issuance.....	10-16
	Notifying the Initial PHA .....	10-17
	Administering a Portable Family's Voucher .....	10-17
	Absorbing a Portable Family .....	10-20



## Administrative Plan -Table of Contents

---

### Chapter 11 REEXAMINATIONS

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
11-I.A.	Overview.....	11-1
11-I.B.	Scheduling Annual Reexaminations.....	11-2
	Notification of and Participation in the Annual Reexamination Process.....	11-2
11-I.C.	Conducting Annual Reexaminations.....	11-3
11-I.D.	Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)].....	11-4
11-I.E.	Effective Dates.....	11-5
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-7
11-II.A.	Overview.....	11-7
11-II.B.	Changes In Family and Household Composition.....	11-7
	New Family Members <u>Not</u> Requiring Approval.....	11-7
	New Family and Household Members Requiring Approval.....	11-8
	Departure of a Family or Household Member.....	11-9
11-II.C.	Changes Affecting Income or Expenses.....	11-10
	PHA-Initiated Interim Reexaminations.....	11-10
	Family-Initiated Interim Reexaminations.....	11-11
11-II.D.	Processing the Interim Reexamination.....	11-12
	Method of Reporting.....	11-12
	Effective Dates.....	11-12
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT.....	11-13
11-III.A.	Overview.....	11-13
11-III.B.	Changes In Payment Standards and Utility Allowances.....	11-13
	Payment Standards [24 CFR 982.505].....	11-13
	Subsidy Standards [24 CFR 982.505(c)(4)].....	11-14
	Utility Allowances [24 CFR 982.517(d)].....	11-14
11-III.C.	Notification of New Family Share and HAP Amount.....	11-14
11-III.D.	Discrepancies.....	11-14



## Administrative Plan -Table of Contents

---

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

### Chapter 13 OWNERS

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

## Administrative Plan -Table of Contents

---

### Chapter 14 PROGRAM INTEGRITY

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

## Administrative Plan -Table of Contents

---

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

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

## Administrative Plan -Table of Contents

---

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

**Administrative Plan -Table of Contents**

---

**Chapter 16  
PROGRAM ADMINISTRATION**

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

## Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA .....	16-27
	16-IV.A. Overview.....	16-27
	16-IV.B. Repayment Policy .....	16-28
	Owner Debts to the PHA .....	16-28
	Family Debts to the PHA.....	16-28
	Repayment Agreement [24 CFR 792.103] .....	16-28
	Repayment Agreement Guidelines .....	16-28
PART V:	MANAGEMENT ASSESSMENT (SEMAP) .....	16-31
	16-V.A. Overview.....	16-31
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-32
	HUD Verification Method.....	16-32
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-33
	SEMAP Indicators Chart .....	16-33
PART VI:	RECORD KEEPING .....	16-37
	16-VI.A. Overview.....	16-37
	16-VI.B. Record Retention [24 CFR 982.158].....	16-37
	16-VI.C. Records Management .....	16-38
	Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-38
	Upfront Income Verification (UIV) Records .....	16-38
	Criminal Records.....	16-39
	Medical/Disability Records .....	16-39
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-41
	16-VII.A. Overview.....	16-41
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)].....	16-41
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-41
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING .....	16-43
	16-VIII.A. Overview .....	16-43
	16-VIII.B. Methodology .....	16-43
PART IX:	NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA).....	16-45
	16-IX.A. Notification to Participants [Pub.L. 109-162].....	16-46
	16-IX.B. Notification to Applicants .....	16-46
	16-IX.C. Notification to Owners and Managers [Pub.L. 109-162].....	16-46
Exhibit 16-1:	Sample Notice to Housing Choice Voucher Applicants and Tenants Regarding the Violence Against Women Act (VAWA) .....	16-47
Exhibit 16-2:	Sample Notice to Housing Choice Voucher Owners and Managers Regarding the Violence Against Women Act (VAWA) .....	16-51



## Administrative Plan -Table of Contents

### Chapter 17 FAMILY SELF SUFFICIENCY

PART I:	INTRODUCTION	
	17-I.A. Establishing Escrow Account.....	17-2
	17-I.B. Interim Escrow Disbursement.....	17-2
	17-I.C. Final Escrow Disbursement.....	17-2
PART II:	OUTREACH AND SELECTION.....	17-3
	17.II.A. Outreach Notification.....	17-3
	17.II.B. Selection Process.....	17-3
	17.II.C. Denial of Participation.....	17-4
PART III:	CONTRACT OF PARTICIPATION.....	17-5
	17.III.A. Understanding of Participation.....	17-5
	17.III.B. Term of Contract.....	17-5
	17.III.C. Individual Training and Service-Plan.....	17-5
PART IV:	REQUIREMENTS FOR PARTICIPANTS.....	17-6
	17.IV.A. Group Meetings.....	17-6
	17.IV.B. Individual Meetings.....	17-6
	17.IV.C. Volunteer Service Project.....	17-6
	17.IV.D. Quarterly Progress Reports.....	17-6
PART V:	COMPLETION OF CONTRACT.....	17-7
	17.V.A. Completion of contract requirements.....	17-7
	17.V.B. Certification of Federal or State welfare benefits.....	17-7
	17.V.C. Definition of welfare assistance.....	17-7
	17.V.D. Welfare assistance does not include.....	17-7
PART VI:	TERMINATION FROM PROGRAM.....	17-8
	17.V.A. Noncompliance.....	17-8
	17.V.B. Warrant of termination from the program.....	17-8
	17.V.C. COP terminated.....	17-8
	17.V.D. Informal Hearing Request.....	17-8
	17.V.E. Forfeiture of escrow dollars.....	17-8
PART VII:	ASSURANCE OF NON-INTERFERENCE.....	17-9
PART VIII:	TIMETABLE FOR IMPLEMENTAION.....	17-9
PART IX:	IDENTIFICATION OF SUPPORT SERVICES.....	17-9
PART X:	CERTIFICATION OF COORDINATION.....	17-9
PART XI:	PORTABILITY.....	17-10
	17.XI.A. Relocation within the initial PHA’s jurisdiction.....	17-10
	Demonstration of satisfaction.....	17-10
	One contraction of participation.....	17-10
	17.XI.B. Relocation to another PHA’s jurisdiction.....	17-10
	FSS escrow account.....	17-10
	17XI.C. Family unable to fulfill obligations.....	17-10
	Forfeiture of escrow account.....	17-10
PART XII:	FSS COMMITTEE.....	17-11

**Administrative Plan -Table of Contents**

---

**CHAPTER 18**

**HOMEOWNERSHIP PROGRAM**

PART I:	18-I.A.	Overview [24 CFR 982.625].....	18-1
	18-I.B.	Family Eligibility [24 CFR 982.627].....	18-1
	18-I.C.	Selection of Families [24 CFR 982.626].....	18-2
	18-I.D.	Eligible Units [24 CFR 982.628].....	18-3
	18-I.E.	Search and Purchase [24 CFR 982.629].....	18-4
	18-I.F.	Homeownership Counseling [24 CFR 982.630].....	18-4
	18-I.G.	Home Inspections, Contract of Sale, and PHA Disapproval.....	18-5
		Contract of Sale.....	18-6
		Disapproval of Seller.....	18-6
	18-I.G.	Financing [CFR 982.632].....	18-6
PART II	18.II.A.	Continued Assistance Requirements [24 CFR 982.633}.....	18-6
	18.II.B.	Maximum Term [24 CFR 982.634].....	18-7
	18.II.C.	Homeownership Payments and Expenses [24 CFR 982.635].....	18-8
	18.II.D.	Portability [24 CFR 982.626,982.637,982.353 (b) and (c), 982.552, 982.553]...	18-10
	18.II.E.	Moving with Continued Assistance [24 CFR 982.637].....	18-10
	18.II.F.	Denial or termination [24 CFR 982.638].....	18-10

**Chapter 19**

**PROJECT-BASED VOUCHERS**

		INTRODUCTION.....	19-1
PART I:		GENERAL REQUIREMENTS.....	19-2
	19-I.A.	Overview [24 CFR 983.5].....	19-2
	19-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2].....	19-2
	19-I.C.	Relocation Requirements [24 CFR 983.7].....	19-3
	19-I.D.	Equal Opportunity Requirements [24 CFR 983.8].....	19-3
PART II:		PBV OWNER PROPOSALS.....	19-3
	19-II.A.	Overview.....	19-3
	19-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51].....	19-4
		Solicitation and Selection of PBV Proposals [24 CFR 983.51(b) and (c)].....	19-4
		PHA-owned Units [24 CFR 983.51(e) and 983.59].....	19-6
		PHA Notice of Owner Selection [24 CFR 983.51(d)].....	19-7
	19-II.C.	Housing Type [24 CFR 983.52].....	19-8
	19-II.D.	Prohibition of Assistance for Certain Units.....	19-8
		Ineligible Housing Types [24 CFR 983.53].....	19-8
		Subsidized Housing [24 CFR 983.54].....	19-9
	19-II.E.	Subsidy Layering Requirements [24 CFR 983.55].....	19-9
	19-II.F.	Cap On Number of PBV Units in Each Building.....	19-10
		25 Percent per Building Cap [24 CFR 983.56(a)].....	19-10

**Administrative Plan -Table of Contents**

---

Exceptions to 25 Percent per Building Cap  
[24 CFR 983.56(b)] ..... 19-10  
Promoting Partially-Assisted Buildings  
[24 CFR 983.56(c)]..... 19-10  
19-II.G. Site Selection Standards ..... 19-12  
Compliance with PBV Goals, Civil Rights Requirements,  
and HQS Site Standards [24 CFR 983.57(b)]..... 19-12  
Existing and Rehabilitated Housing Site and Neighborhood  
Standards [24 CFR 983.57(d)]..... 19-13  
New Construction Site and Neighborhood Standards  
[24 CFR 983.57(e)]..... 19-13  
19-II.H. Environmental Review [24 CFR 983.58] ..... 19-14

## Administrative Plan -Table of Contents

PART III:	DWELLING UNITS.....	19-14
	19-III.A. Overview.....	19-14
	19-III.B. Housing Quality Standards [24 CFR 983.101].....	19-15
	Lead-based Paint [24 CFR 983.101(c)].....	19-15
	19-III.C. Housing Accessibility for Persons with Disabilities .....	19-15
	19-III.D. Inspecting Units .....	19-15
	Pre-selection Inspection [24 CFR 983.103(a)] .....	19-15
	Pre-HAP Contract Inspections [24 CFR 983.103(b)].....	19-15
	Turnover Inspections [24 CFR 983.103(c)].....	19-15
	Annual Inspections [24 CFR 983.103(d)] .....	19-16
	Other Inspections [24 CFR 983.103(e)] .....	19-16
	Inspecting PHA-owned Units [24 CFR 983.103(f)].....	19-16
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	19-16
	19-IV.A. Overview [24 CFR 983.151] .....	19-16
	19-IV.B. Agreement to Enter into HAP Contract.....	19-17
	Content of the Agreement [24 CFR 983.152(c)].....	19-17
	Execution of the Agreement [24 CFR 983.153].....	19-18
	19-IV.C. Conduct of Development Work.....	19-18
	Labor Standards [24 CFR 983.154(b)] .....	19-18
	Equal Opportunity [24 CFR 983.154(c)].....	19-18
	Owner Disclosure [24 CFR 983.154(d) and (e)] .....	19-19
	19-IV.D. Completion of Housing.....	19-19
	Evidence of Completion [24 CFR 983.155(b)] .....	19-19
	PHA Acceptance of Completed Units [24 CFR 983.156].....	19-19
PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....	19-20
	19-V.A. Overview.....	19-20
	19-V.B. HAP Contract Requirements .....	19-20
	Contract Information [24 CFR 983.203] .....	19-20
	Execution of the HAP Contract [24 CFR 983.204].....	19-20
	Term of HAP Contract [24 CFR 983.205] .....	19-21
	Remedies for HQS Violations [24 CFR 983.207(b)] .....	19-22
	19-V.C. Amendments to the HAP Contract .....	19-23
	Substitution of Contract Units [24 CFR 983.206(a)].....	19-23
	Addition of Contract Units [24 CFR 983.206(b)] .....	19-23
	19-V.D. HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.206(c) and 983.302(e)] .....	19-23
	19-V.E. Owner Responsibilities Under the HAP [24 CFR 983.209].....	19-24
	19-V.F. Additional HAP Requirements .....	19-24
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.207(a)] .....	19-25
	Vacancy Payments [24 CFR 983.352(b)].....	19-25

## Administrative Plan -Table of Contents

---

PART VI:	SELECTION OF PBV PROGRAM PARTICIPANTS .....	19-26
	19-VI.A. Overview.....	19-26
	19-VI.B. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] .....	19-27
	In-Place Families [24 CFR 983.251(b)] .....	19-27
	19-VI.C. Organization of the Waiting List [24 CFR 983.251(c)].....	19-28
	19-VI.D. Selection From the Waiting List [24 CFR 983.251(c)].....	19-28
	Income Targeting [24 CFR 983.251(c)(6)] .....	19-28
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	19-28
	Preferences [24 CFR 983.251(d)].....	19-28
	19-VI.E. Offer of PBV Assistance .....	19-29
	Refusal of Offer [24 CFR 983.251(e)(3)].....	19-29
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	19-30
	Acceptance of Offer [24 CFR 983.252] .....	19-30
	19-VI.F. Owner Selection of Tenants .....	19-30
	Leasing [24 CFR 983.253(a)] .....	19-31
	Filling Vacancies [24 CFR 983.254(a)].....	19-31
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .....	19-31
	19-VI.G. Tenant Screening [24 CFR 983.255] .....	19-31
	PHA Responsibility .....	19-31
	Owner Responsibility .....	19-32
PART VII:	OCCUPANCY.....	19-32
	19-VII.A. Overview.....	19-32
	19-VII.B. Lease [24 CFR 983.256].....	19-33
	Form of Lease [24 CFR 983.256(b)] .....	19-33
	Lease Requirements [24 CFR 983.256(c)] .....	19-33
	Tenancy Addendum [24 CFR 983.256(d)].....	19-34
	Initial Term and Lease Renewal [24 CFR 983.256(f) and 983.257(b)].....	19-34
	Changes in the Lease [24 CFR 983.256(e)].....	19-34
	Owner Termination of Tenancy [24 CFR 983.257] .....	19-34
	Security Deposits [24 CFR 983.258].....	19-35
	19-VII.C. Moves .....	19-36
	Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259] .....	19-36
	Family Right to Move [24 CFR 983.260] .....	19-37
	19-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.261] .....	19-38

## Administrative Plan -Table of Contents

---

PART VIII: DETERMINING RENT TO OWNER .....	19-39
19-VIII.A. Overview.....	19-39
19-VIII.B. Rent Limits [24 CFR 983.301] .....	19-39
Certain Tax Credit Units [24 CFR 983.301(c)] .....	19-40
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)] .....	19-41
Redetermination of Rent [24 CFR 983.302].....	19-42
PHA-owned Units [24 CFR 983.301(g)].....	19-43
19-VIII.C. Reasonable Rent [24 CFR 983.303] .....	19-43
When Rent Reasonable Determinations are Required.....	19-43
How to Determine Reasonable Rent.....	19-43
PHA-owned Units.....	19-44
Owner Certification of Reasonable Rent .....	19-44
19-VIII.D. Effect of Other Subsidy and Rent Control.....	19-44
Other Subsidy [24 CFR 983.304] .....	19-44
Rent Control [24 CFR 983.305] .....	19-45
PART IX: PAYMENTS TO OWNER.....	19-45
19-IX.A. Housing Assistance Payments [24 CFR 983.351].....	19-45
19-IX.B. Vacancy Payments [24 CFR 983.352].....	19-46
19-IX.C. Tenant Rent to Owner [24 CFR 983.353] .....	19-47
Tenant and PHA Responsibilities .....	19-47
Utility Reimbursements .....	19-47
19-IX.D. Other Fees and Charges [24 CFR 983.354].....	19-48
Meals and Supportive Services.....	19-48
Other Charges by Owner .....	19-48

## GLOSSARY