

Attachment B.1.

Summary of December, 2022 Administrative Plan Changes

In addition to numerous grammatical changes, edits were made to the standard HUD language in the plan that introduces the subject matter. These are not policy changes but regulatory edits from the Code of Federal Regulations. The following substantial changes were made to the Housing Choice Voucher Program Administrative Plan as it pertains to HACCC Policy:

- The HACCC Mission Statement was updated to match the Agency Mission Statement;
- Updated the policy and procedures for screening of applicants at intake to determine if they already exist in the HUD database and whether they are cleared to participate in the rentals assistance program because they don't owe another PHA money, are not listed as a resident of another PHA and to validate a family's reported income;
- Clarified that a family cannot be denied assistance because they previously failed to meet their obligations under a Family Self-Sufficiency contract;
- Added language that ensures a family denied for debts owed a PHA, shall be provided with the EIV report that indicates the debt and provide the family with an opportunity to dispute the denial;
- With regards to placement on the HCV waiting list, if HACCC is placed in shortfall, the length of time in which the waiting list is viable will be suspended so that it will be considered for the full 24-month period when HACCC is not in shortfall;
- Updated Special Purpose Funding programs to include Mainstream Program and Emergency Housing Vouchers;
- Updated VASH admissions to reflect that the income threshold can be up to 80% of Area Median Income;
- Added Family Unification Program referrals from a Partnering Agency as special admissions to the HCV program;
- Updated the Shelter Plus Care name to be the Continuum of Care Rental Assistance Program;
- Updated language to reflect that tenant briefings can be done in person, remotely, by teleconference or by phone if needed and that methods of effective communication will be deployed for the disabled;
- Removed the requirement that forms must be signed in the presence of an HACCC representative;
- Updated language to specify that documentation use to verify a participant's social security number will NOT be removed from the file;
- Clarified the issues surrounding the late billing of subsidy to PHAs for portability purposes to conform with HUD regulations;

- Clarified the Conflict of Interest language for tenancies where the “covered individual” does not have a direct or indirect interest in the HAP Contract or in any benefits or payments under the HAP Contract;
- Special Housing Types language has been updated to reflect the kind of HAP Contract required, the specific identification of the program type on the HAP Contract, HQS Inspection requirements, and that any assisted unit can only be one Special Housing Type;
- Clarified that no more than 12 persons may live in a group home including assisted, unassisted residents and live-in aides;
- Clarified the HAP and Utility Allowance calculations for Shared Housing under the Special Housing Types grouping;
- Clarified what can be considered monthly carrying charges for Cooperative living costs for residents choosing that option;
- Clarified that families participating in the Homeownership Program can now enter into contracts to purchase a home that has not been built yet and that housing assistance will not start until the home is completed and inspections passed;
- Clarified a number of requirements under the Homeownership option and when and how a participant may participate in homeownership;
- Clarified that homeownership assistance terminates 180 days after the last homeownership assistance payment is made on behalf of the family;
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the Admin Plan to reflect that all documentation pertaining to Continuum of Care Rental Assistance Programs will be maintained for a period of 5 years after the participant terminates participation.
- Updated the VAWA Certifications and Exhibits in the Administrative Plan;
- Added language to clarify that Family Unification Program/Family Youth Initiative funding that is project-based count towards the 10% exception for designating PBVs beyond the 20% of Voucher funding threshold;
- Updated the list of PBV properties assisted by HACCC to include the latest awarded projects;
- Updated the list of units exempted from using the PBV Site-Based Waiting Lists for specific projects where units are restricted to homeless applicants that must come from the Continuum of Care’s Coordinated Entry System;
- Inserted a Development Information Worksheet as an Exhibit to the PBV Chapter of the Administrative Plan.
- Updated the RAD language in the Administrative Plan to clarify that the tenant lease must specify what will happen if the tenant goes to zero-subsidy and how the rent will be calculated and that a new lease must be executed whereby the tenant loses any rights or protections imparted as part of RAD participation;

- RAD admissions who didn't pay a security deposit may be required to pay a security deposit upon conversion of their home to RAD PBV or PBRA.
- Added language that RAD participants will be informed of Choice Mobility options and the benefits of living in lower poverty areas at the time of their lease signing for PBV assistance;
- Added language that RAD families are eligible for Choice Mobility after 12 months in their PBV unit and are not subject to re-screening, nor are they required to vacate if they cannot find a unit with their Choice Mobility voucher;
- Added language regarding the rent increase procedures and processing for RAD-assisted units;
- Added a new chapter for Special Purpose Vouchers and HACCC's policies for administering these funds for voucher programs including Family Unification, Foster Youth Initiative, VASH and Mainstream vouchers.
- Added a second Glossary that includes HUD-defined terms applicable to the assisted-housing programs operated by HACCC's Assisted Housing Division.