#### INTRODUCTION

HOTMA Changes in the Administrative Plan	i
HOTMA 102/104	i
HOTMA Voucher Final Rule	ii
About the Administrative Plan	iii
Reference Cited in the Administrative Plan	iii
HUD	iii
State Law	iii
Industry Practice	iii
NSPIRE and HQS in the Administrative Plan	iii
HOTMA Sections 102 and 104 Changes in the Model Policy	iv
HOTMA Voucher Final Rule Changes in the Model Policy	v
Resources Cited in the Model Administrative Plan	v
HUD HCV Guidebook	v
Abbreviations	vi
Resources and Where to Find Them	vi

#### Chapter 1 OVERVIEW OF THE PROGRAM AND PLAN

CTION		. 1-1	
THE PHA			
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.			
1-I.E.	The PHA's Commitment to Ethics and Service		
THE HO	OUSING CHOICE VOUCHER (HCV) PROGRAM	. 1-5	
1-II.A.			
1-II.B.			
1-II.C.			
	The HCV Relationships:		
	What Does HUD Do?	. 1-9	
	What Does OHCD Do?	. 1-9	
	What Does the Owner Do?	1-10	
1-II.D.	Applicable Regulations		
THE HC	V ADMINISTRATIVE PLAN	1-13	
1-III.A.	Overview and Purpose of the Plan	1-13	
1-III.B.			
	,		
1-III.C.	Organization of the Plan		
1-III.D.	Updating and Revising the Plan		
	THE PH 1-I.A. 1-I.B. 1-I.C. 1-I.D. 1-I.E. THE HO 1-II.A. 1-II.B. 1-II.C.  1-II.D. THE HC 1-III.A. 1-III.D. THE HC 1-III.A. 1-IIII.C.	1-I.A. Overview	

# Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY

INTRODUC	CTION		2-1
PART I:	NONDI	SCRIMINATION	2-2
	2-I.A.	Overview	2-2
	2-I.B.	Nondiscrimination	2-3
		Providing Information to Families and Owners	2-3
	2.1.C	Discrimination Complaints	
		General Housing Discrimination Complaints	
		Complaints under the Equal Access Final Rule	
		VAWA Complaint Processing [Notice FHEO 2023-01]	
PART II:	POLICI	ES RELATED TO PERSONS WITH DISABILITIES	2-7
	2-II.A.	Overview	
	2-II.B.	Definition of Reasonable Accommodation	
		Types of Reasonable Accommodations	
	2-II.C.	Request for an Accommodation	
	2-II.D.	Verification of Disability	
	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,	
		Notice PIH 2010-26]	2-11
	2-II.F.	Program Accessibility for Persons with Hearing	
		or Vision Impairments	2-12
	2-II.G.	Physical Accessibility	
	2-II.H.	Denial or Termination of Assistance	
PART III:	IMPRO	VING ACCESS TO SERVICES FOR PERSONS WITH LIMITED	
I AIXI III.		SH PROFICIENCY (LEP)	2 15
	2-III.A.		
	2-III.A. 2-III.B.	Oral Interpretation	
	2-III.B. 2-III.C.	Written Translation	
	2-III.C. 2-III.D.		
		-	∠-10
Exhibit 2-1:		on of a Person with a Disability Under	
	Federal	Civil Rights Laws [24 CFR Parts 8.3, and 100,201]	2-19

# Chapter 3 ELIGIBILITY

INTRODU	JCTION		3-1	
PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS			
	3-I.A.	Overview	3-1	
	3-I.B.	Family and Household [24 CFR 982.201(c); FR Notice 02/03/12;		
		Notice PIH 2014-20]	3-2	
		Family	3-2	
		Household		
	3-I.C.	Family Breakup and Remaining Member of Tenant Family	3-3	
		Family Breakup [24 CFR 982.315]		
		Remaining Member of a Tenant Family [24 CFR 5.403]	3-4	
	3-I.D.	Head of Household [24 CFR 5.504(b)]	3-4	
	3-I.E.	Spouse, Cohead, and Other Adult	3-4	
	3-I.F.	Dependent [24 CFR 5.603]	3-5	
		Joint Custody of Dependents	3-5	
	3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB, p. 5-29]	3-5	
	3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family		
		[24 CFR 5.100 and 5.403, FR Notice 02/03/12]	3-5	
		Elderly Persons	3-5	
		Near-Elderly Persons	3-6	
		Elderly Family	3-6	
	3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403,		
		FR Notice 02/03/12]	3-6	
		Persons with Disabilities	3-6	
		Disabled Family	3-6	
	3-I.J.	Guests [24 CFR 5.100]	3-6	
	3.I.K.	Foster Children and Foster Adults	3-7	
		Prior to the PHA's HOTMA Compliance Date	3-7	
		Upon the PHA's HOTMA 102/104 Compliance Date	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]	3-8	
		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	3-9	

PART II:	BASIC I	ELIGIBILITY CRITERIA	3-13
	3-II.A.	Income Eligibility and Targeting	
		Income Limits	
		Definitions of the Income Limits [24 CFR 5.603(b)]	
		Using Income Limits for Eligibility [24 CFR 982.201]	
		Using Income Limits for Targeting [24 CFR 982.201]	
	3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E]	
		Declaration [24 CFR 5.508]	
		U.S. Citizen and Naturals	
		Eligible Noncitizen	
		Ineligible Noncitizen	
		Mixed Families	
		Ineligible Families [24 CFR 5.514(d), (e), and (f)]	
		Timeframe for Determination of Citizenship Status	
		[24 CFR 5.508(g)]	3-16
	3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218,	5 10
	<i>5</i> 11.0.	Notice PIH 2018-24]	3-16
	3-II.D.	Family Consent to Release of Information [24 CFR 5.230;	5 10
	J 11.D.	XFR 5.232 and HCV GB, p. 5-13]	3-17
		Upon the PHA's HOTMA 102/104 Compliance Date	
	3-II.E.	Students Enrolled In Institutions of Higher Education	5 17
	J 11.L.	[24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]	3-17
		Definitions.	
		Definitions	
		Dependent Child	
		Independent Student	
		Institution of Higher Education	
		Parents	
		Persons with Disabilities	
		Veteran	
		Venerable Youth	
		Determining Student Eligibility	
		Determining Parental Income Eligibility	3 20 3-20
	3-II.F.	EIV System Searches [Notice PIH 2018-18; EIV System Training	5 20
	J 11.1 .	9/30/20]	3-21
		Existing Tenant Search	
		Debts Owed to PHAs and Terminations	
		Income and IVT Reports	
		-	
PART III:		L OF ASSISTANCE	
	3-III.A.	Overview	
		Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-23
		Prohibited Reasons for Denial of Program Assistance	
		[24 CFR 982.202(b), 24 CFR 5.2005(b)]	
	3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)]	
	3-III.C.	Restriction of Assistance Based On Assets [24 CFR 5.618]	3-25

3	-III.D.	Other Permitted Reasons for Denial of Assistance	3 27
3	י-ווו.ט.		
		Criminal Activity [24 CFR 982.553]	
		Previous Behavior in Assisted Housing [24 CFR 982.552 (c)	
3	8-III.E.	Screening	
		Screening for Eligibility	
		Screening for Suitability as a Participant [24 CFR 982.307]	3-30
3	8-III.F.	Criteria for Deciding to Deny Assistance	3-31
		Evidence [24CFR 982.553(c)]	3-31
		Consideration of Circumstances [24 CFR 982.552(c)(2)]	
		Removal of Family Member's Name from Applicant	
		Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	
3	8-III.G.	Notice of Eligibility or Denial	
3		Prohibition Against Denial or Assistance of Victims of Domestic	
_		Violence, Dating Violence, Sexual Assault and Stalking	3-34
		Notification	
		Documentation	
		Victim Documentation [24 CFR 5.2007]	
		Perpetrator Documentation	
		•	
Exhibit 3-1: D	Detailed I	Definitions Related to Disabilities	
		Person with Disabilities [24 CFR 5.403]	3-37
		Individual with Handicaps [24 CFR 8.3]	
Exhibit 3-2: D	efinition	of Institution of Higher Education [20 U.S.C 1001 and 1002] 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]	3-41

# **Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION**

INTRODU	CTION		4-1
PART I:	THE AP	PLICATION PROCESS	4-1
	4-I.A.	Overview	4-3
	4-I.B.	Applying for Assistance	
		[HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]	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	4-4
		Ineligible for Placement on the Waiting List	4-4
		Eligible for Placement on the Waiting List	4-4
PART II:	MANAC	GING 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:	SELECT	TION 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	
		Local Preferences [24 CFR 982.207; HCV p. 4-16]	
		Order of Selection	
		Income Targeting Requirement [24 CFR 982.201(b)(2)]	
		Order of Selection.	
		Verification of Preference	
	4-III.D.	Notification of Selection	
	4-III.E.	The Application Interview	
	4-III.F.	Completing the Application Process	4-19

# Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

INTRODU	CTION		5-1
PART I:	BRIEFINGS AND FAMILY OBLIGATIONS		
	5-I.A.	Overview	5-1
	5-I.B.	Briefing [24 CFR 982.301]	5-2
		Notification of Briefing	
		In Person Briefings	
		Remote Briefings [Notice PIH 2020-32]	
		Accessibility Requirements for Persons with Disabilities and l	
		Individuals.	
		Conducting Remote Briefings	
		Notification and Attendance	
		Oral Briefing [24 CFR 982.301(a)]	
		Briefing Packet [24 CFR 982.301(b)]	
		Additional Items to be Included in the Briefing Packet	
	5-I.C.	Family Obligations	
		Time Frames for Reporting Changes Required by Family	
		Obligations	5-8
		Family Obligations [24 CFR 982.551]	
PART II:	SUBSIE	OY 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
		Subsidy Standards for the Housing Choice Voucher (HCV)	
		Program	5-11
	5-II.C.	Exceptions to Subsidy Standards	5-13
	5-II.D.	Voucher Issuance [24 CFR 982.302]	
	5-II.E.	Voucher Term and Extensions	5-15
		Voucher Term [24 CFR 982.303]	5-15
		Extensions of Voucher Term [24 CFR 982.303(b)]	
		Suspensions of Voucher Term [24 CFR 982.303(c)]	
		Expiration of Voucher Term	

### Chapter 6.A. INCOME AND SUBSIDY DETERMINATIONS

[24 CFR Part 5, Subparts E and F; 24 CFR 982]

INTRODUC	CTION		6-1		
PART I:	ANNUAL INCOME				
	6-I.A.	Overview	6-1		
	6-I.B.	Household Composition and Income	6-3		
		Summary of Income Included and Excluded by Person	6-3		
		Temporarily Absent Family Members			
		Absent Students	6-4		
		Absences Due to Placement in Foster Care	6-4		
		Absent Head, Spouse or Co-Head	6-4		
		Family Members Permanently Confined for Medical Reasons	6-4		
		Joint Custody of Dependents	6-5		
		Caretakers for a Child			
	6-I.C.	Anticipating Annual Income	6-6		
		Basis of Annual Income Projection	6-6		
		Known Changes in Income			
		Projecting Income			
	6-I.D.	Earned Income	6-8		
		Types of Earned Income Included in Annual Income	6-8		
		Wages and Related Compensation	6-8		
		Some Types of Military Pay	6-8		
		Types of Earned Income Not Counted in Annual Income	6-8		
		Temporary, Nonrecurring, or Sporadic Income [24 CFR			
		5.609(c)(9)]	6-8		
		Children's Earnings	6-8		
		Certain Earned Income of Full-Time Students	6-9		
		Income of a Live-in Aide	6-9		
		Income Earned under Certain Federal Programs	6-9		
		Resident Services Stipend			
		State and Local Employment Training Programs	6-9		
		HUD-Funded Training Programs			
		Earned Income Tax Credit	6-10		
	6-I.E.	Earned Income Disallowance for Persons with Disabilities			
		[24 CFR 5.617; Streamlining Final Rule (SFR)			
		Federal Register 3/8/16 Notice PIH 2023-27]	6-11		
		Eligibility			
		Calculation of the Disallowance	6-11		
		Calculation Method			
	6-I.F.	Business Income [24 CFR 5.609(b)(2)]	6-12		
		Business Expenses			
		Business Expansion	6-12		
		Capital Indebtedness			

	Negative Business Income	6-12
	Withdrawal of Cash or Assets from a Business	
	Co-owned Businesses	6-13
6-I.G.	Assets [24 CFR 5.609(b)(3); 24 CFR 5.603(b)]	
	Overview	
	General Policies.	
	Income from Assets	6-14
	Valuing Assets	
	Lump-Sum Receipts	
	Imputing Income from Assets [24 CFR 5.609(b)(3), Notice	ce
	PIH 2012-29]	6-15
	Determining Actual Anticipated Income from Assets	6-15
	Withdrawal of Cash or Liquidation of Investments	6-15
	Jointly Owned Assets	6-16
	Assets Disposed of for Less than Fair Market Value	6-16
	Minimum Threshold	
	Separation or Divorce	6-16
	Foreclosure or Bankruptcy	6-17
	Family Declaration	6-17
	Types of Assets	6-17
	Checking and Savings Accounts	6-17
	Investment Accounts Such As Stocks, Bonds, Saving	
	Certificates, and Money Market Funds	6-17
	Equity in Real Property or Other Capital Investments	
	Trusts	6-19
	Retirement Accounts	6-20
	Personal Property	6-20
	Life Insurance	6-20
6-I.H.	Periodic Payments	6-21
	Periodic Payments <u>Included</u> in Annual Income	
	Lump-Sum Payments for the Delayed Start of a	
	Periodic Payment	6-21
	Treatment of Overpayment Deductions from	
	Social Security Benefits	6-21
	Periodic Payments Excluded from Annual Income	6-22
6-I.I.	Payments In Lieu of Earnings	6-22
6-I.J.	Welfare Assistance	6-23
	Overview	6-23
	Sanctions Resulting in the Reduction of Welfare Benefits	
	[24 CFR 5.615]	6-23
	Covered Families	6-23
	Imputed Income	6-23
	Offsets	
6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)]	6-24
	Alimony and Child Support	
	Regular Contributions or Gifts	

	6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9);	
		Notice PIH 2015-21]	6-25
		Student Financial Assistance <u>Included</u> in Annual Income	
		[24 CFR 5.609(b)(9)); CFR 4/10/06; Notice PIH 2015-21]	6-25
		Student Financial Assistance Excluded from Annual Income	0-23
		[24 CFR 5.609(c)(6)]	6.26
	6-I.M.	Additional Exclusions from Annual Income	
DADTH	_		
PART II:		TED INCOME	
	6-II.A.	Introduction	
		Overview	
	( II D	Anticipating Expenses	
	6-II.B.	Dependent Deduction	
	6-II.C.	Elderly or Disabled Family Deduction	6-32
	6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]	
		Definition of Medical Expenses	6-32
		Summary of Allowable Medical Expenses from IRS	
		Publication 502	6-33
		Families That Qualify for Both Medical and Disability	
		Assistance Expenses	6-33
	6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and	
		24 CFR 5.611(a)(3)(ii)]	6-34
		Earned Income Limit on the Disability Assistance Deduction	6-34
		Eligible Disability Expenses	6-34
		Eligible Auxiliary Apparatus	6-35
		Eligible Attendant Care	
		Payment to Family Members	
		Necessary and Reasonable Expenses	
		Families That Qualify for Both Medical and Disability	
		Assistance Expenses	6-36
	6-II.F.	Child Care Expense Deduction	
		Clarifying the Meaning of <i>Child</i> for This Deduction	
		Qualifying for the Deduction	
		Determining Who Is Enabled to Purse an Eligible Activity	6-37
		Seeking Work	
		Furthering Education	
		Being Gainfully Employed	
		Earned Income Limit on Child Care Expense Deduction	
		Eligible Child Care Expenses	
		Allowable Child Care Activities	
		Necessary and Reasonable Costs	
		Weekly Amounts	
PART III:		LATING FAMILY SHARE AND OHCD SUBSIDY	6-41
	6-III.A.	<b>J</b>	
		[24 CFR 5.628]	
		Welfare Rent	
		Minimum Rent	6-41

	Family Share [24 CFR 982.305(a)(5)]	6-41
	Security Deposit	
	PHA Subsidy [24 CFR 982.505(b)]	
	Utility Reimbursement [24 CFR 982.514(b); 982.514(c)]	
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630].	
	Overview	
	HUD-Defined Financial Hardship	6-43
	Implementation of Hardship Exemption	
	Determination of Hardship	
	No Financial Hardship	
	Temporary Hardship	
	Long-Term Hardship	
6-III.C.	Applying Payment Standards [24 CFR 982.505(c)	
	and Notice PIH 2024-34]	6-45
	Overview	
	Changes in Payment Standards	6-46
	Decreases	
	Increases	6-47
	Changes In Family Unit Size (Voucher Size)	6-47
	Moves	
	Reasonable Accommodation	
6-III.D.	Applying Utility Allowances [24 CFR 982.517]	
	Overview	
	Reasonable Accommodation & Individual Relief	
	Utility Allowance Revisions	
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520]	
	T 6-1: ANNUAL INCOME INCLUSIONS	
	T 6-2: ANNUAL INCOME EXCLUSIONS	
FXHIRI	T 6-3: TREATMENT OF FAMILY ASSETS	6-57

### Chapter 6.B. INCOME AND SUBSIDY DETERMINATIONS UNDER HOTMA 102/104

[24 CFR Part 5, Subparts E and F; 24 CFR 982]

INTRODUCTION		6-1	
PART I:	ANNUAL INCOME		
	6-I.A.	Overview [24 CFR 5.609]	6-2
	6-I.B.	Household Composition and Income	
		Summary of Income Included and Excluded by Person	
		Temporarily Absent Family Members	6-3
		Absent Students	
		Absences Due to Placement in Foster Care	6-4
		Absent Head, Spouse or Co-Head	6-4
		Family Members Permanently Confined for Medical Reasons	
		Joint Custody of Dependents	
		Caretakers for a Child	
	6-I.C.	Calculating Annual Income	
		Anticipating Annual Income [24 CFR 5.609(c)(1)	
		Known Changes in Income	
		Calculating Annual Income at Annual	
		Reexamination [24 CFR 609(c)(2); Notice PIH 2023-27]	6-7
	6-I.D.	Earned Income	
		Wages and Related Compensation [24 CFR 5.609(a);	
		Notice PIH 2023.27	6-7
		Military Pay	6-8
		Earnings of Minor [24 CFR 5.609(b)(3)	
		Earned Income of Full-Tiem Students [24 CFR 5.609(b)(1	
	6-I.E.	Earned Income Disallowance for Persons with Disabilities	
		[24 CFR 5.617; Streamlining Final Rule (SFR)	
		Federal Register 3/8/16; Notice PIH 2023-27]	6-9
		Calculation of the Disallowance	6-9
		Calculation Method	6-10
	6-I.F.	Business Income [24 CFR 5.609(b)(28); Notice PIH 2023-27]]	6-10
		Independent Contractors	6-11
		Business Expansion	
		Capital Indebtedness	6-11
		Negative Business Income	6-11
		Withdrawal of Cash or Assets from a Business	
		Co-Owned Business	6-12
		Assets Owned by a Business Entity	6-12
	6-1.G.	Student Financial Assistance [FR Notice 2-14-23 and	
		Notice PIH 2023-27]	
		Introduction	6-12
		HOTMA Student Financial Assistance Requirements	
		[24 CFR 5.609(b)(9)]	6-13

		Calculating Income from Student Financial Assistance	
		[HOTMA Student Financial Assistance Resource Sheet;	
		Notice PIH 2023-27]	6-15
	6-1.H.	Periodic Payments	6-19
		Lumps Sum Payments for Delayed Start of a Periodic	
		Payment [24 CFR 5.609(b)(16)]	6-19
		Retirement Accounts [24 CFR 5.609(b)(26); Notice	
		PIH 2023-27]	6-19
		Social Security Benefits [Notice PIH 2018-24]	
		Alimony and Child Support	
	6-I.I.	Nonrecurring Income [24 CFR 5.609()(24)	0 20
	0-1.1.	and Notice PIH 2023-17]	6-21
	6-I.J.	Welfare Assistance	
	0-1.J.	Overview	
		Sanctions Resulting in the Reduction of Welfare Benefits	0-22
		[24 CFR 5.615]	6 22
		Covered Families	
		Imputed Income	
		Offsets	6-23
	6-I.K.	State Payments to Allow Individuals with Disabilities To	( ))
		Live At Home [24 CFR 5.609(b)(19)]	6-23
	6-I.L.	Civil Rights Settlements [24 CFR 5.609(b)(25);	( 22
	6 7 3 6	FR Notice 2/14/23]	6-23
	6-I.M.	Additional Exclusions from Annual Income	c 2.4
		[24 CFR 5.609(b); FR Notice 1/31/24]	6-24
PART II:	ASSETS	S	6-31
	6-II.A.	Overview	6-31
	6-II.B.	Assets Disposed of for Less than Fair Market Value	
		[2 CFR 5.603(b)(2)]	6-31
		Minimum Threshold	
		Separation or Divorce	6-32
		Foreclosure or Bankruptcy	
		Family Declaration	
	6-II.C.	Asset Inclusions and Exclusions	
		Necessary and Non-Necessary Personal Property	
		Checking and Savings Accounts [Notice PIH 2023-27]	
		ABLE Accounts [24 CFR 5.609(b)(10);	
		Notice PIH 2019-09]	6-35
		Investment Accounts Such as Stocks, Bonds, Saving Certific	
		and Money Market Funds [24 CFR 5.603(b)(1)]	
		Lump Sum Additions to Net Family Assets	0 33
		[24 CFR 5.609(b)(24(viiii); Notice PIH 2023-17]	6-36
		Joint Owned Assets [Notice PIH 2023-27]	
		Trust [24 CFR 5.609(b(2) and 5.603(b)(4)]	
		Life Insurance [FR Notice 2/14/23 and Notic PIH 2023-27].	0-39

		Tax Refunds [24 CFR 5.603(b)(3)(xi) and	
		Notice PIH 2023-27]	6-39
		Asset Exclusions [24 CFR 5.603(b)]	
	6-II.D.	Determining Income From Assets	
		Net Family Assets	6-40
		Actual Income from Assets	6-41
		Imputed Income from Assets	6-41
PART III:	ADJJUS	TED INCOME	6-43
	6-III.A.	Introduction	6-43
		Overview	6-43
		Anticipating Expenses	6-44
	6-III.B.	Dependent Deduction	6-44
	6-III.C.	Elderly or Disabled Family Deduction	
	6-III.D.		
		[24 CFR 5.611(a)(3)(i) and 5.603(b)]	6-45
		Definition of Medical Expenses	6-45
		Summary of Typical Allowable Health & Medical	
		Care Expenses	6-46
		Families that Qualify for Both Health and	
		Medical Assistance Expenses	6-46
	6-III.E.	Disability Assistance Expenses Deduction	
		[24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)]	6-47
		Earned Income Limit on the Disability Assistance	
		Expense Deduction	
		Eligible Auxiliary Apparatus [Notice PIH 2023+27]	6-47
		Eligible Attendance Care [Notice PIH 2023-27]	6-47
		Payments to Family Members	
		Necessary and Reasonable Expenses	6-48
		Families That Qualify for Both Health and Medical &	
		Disability Assistance Expenses	
	6-III.F.	Childcare Expense Deductions	
		Clarifying the Meaning of <i>Child</i> for this Deduction	
		Qualifying for Deduction	
		Determining Who Is Enabled to Pursue and Eligible Activity	
		Seeking Work	
		Furthering Education	
		Being Gainfully Employed	
		Earned Income Limit on Childcare Expense Deduction	
		Eligible Childcare Expenses	
		Allowable Childcare Activities	
		Necessary and Reasonable Cost	
	6-III.G.	Hardship Exemptions [24 CFR 5.611(c)(d)(e)	6-51
		Health and Medical Care and Disability Assistance Expenses	
		[24 CFR 5.611(c); Notice PIH 2023-27]	
		Phased-In Relief	
		General Relief.	6-53

[24 CFR 5.611(d) and Notice PIH 2023-27]			Childcare Expense Hardship Exemption	
Health and Medical Care and Disability Assistance Expenses				
[24 CFR 5.611(c); Notice PIH 2023-27]		6-III.H.		6-56
PART IV: CALCULATING FAMILY SHARE AND PHA SUBSIDY 6-IV.A. Overview of Rent and Subsidy Calculations				
6-IV.A. Overview of Rent and Subsidy Calculations			[24 CFR 5.611(c); Notice PIH 2023-27]	6-51
TTP Formula [24 CFR 5.628]	PART IV:	CALCU	LATING FAMILY SHARE AND PHA SUBSIDY	6-59
Welfare Rent [24 CFR 5.628]       .6-55         Minimum Rent [24 CFR 5.630]       .6-55         Family Share [24 CFR 982.305 (a)(5)       .6-55         PHA Subsidy [24 CFR 982.505(b)]       .6-55         Utility Reimbursement [24 CFR 982.514(b); 982.514(c)       .6-66         6-60       .6-60         6-IV.B. Financial Hardships Affecting Minimum Rent [24 CFR 5.630]       .6-66         0 Overview       .6-66         1 Hud-Defined Financial Hardship       .6-66         1 Implementation of Hardship Exemption       .6-66         1 Determination of Hardship       .6-66         1 No Financial Hardship       .6-66         2 Long-Term Hardship       .6-66         3 Long-Term Hardship       .6-66         4 CFR 982.505(c)       .6-60         3 Applying Payment Standards [24 CFR 982.505(c)       .6-66         3 Change in Payment Standards       .6-66         4 Change in Payment Standards       .6-66         5 Change in Payment Standards       .6-66         6 Changes in Family Unit Size (Voucher Size)       .6-66         6 Changes in Family Unit Size (Voucher Size)       .6-66         6 Applying Utility Allowances [24 CFR 982.503(d)(5)]       .6-66         6 Flat Fee [24 CFR 982.517(b)(2)(iii)]       .6-66 <tr< td=""><td></td><td>6-IV.A.</td><td>Overview of Rent and Subsidy Calculations</td><td>6-59</td></tr<>		6-IV.A.	Overview of Rent and Subsidy Calculations	6-59
Minimum Rent [24 CFR 5.630]       6-55         Family Share [24 CFR 982.305 (a)(5)       6-55         PHA Subsidy [24 CFR 982.505(b)]       6-55         Utility Reimbursement [24 CFR 982.514(b); 982.514(c)       6-66         6-IV.B. Financial Hardships Affecting Minimum Rent [24 CFR 5.630]       6-66         Overview       6-66         HUD-Defined Financial Hardship       6-66         Implementation of Hardship Exemption       6-6         Determination of Hardship       6-66         No Financial Hardship       6-66         Temporary Hardship       6-66         Long-Term Hardship       6-66         6-IV.C. Applying Payment Standards [24 CFR 982.505(c)       6-66         Overview       6-66         Change in Payment Standards       6-66         Change in Payment Standards       6-66         Changes in Family Unit Size (Voucher Size)       6-66         Moves       6-66         Reasonable Accommodation [24 CFR 982.503(d)(5)]       6-66         6-IV.D. Applying Utility Allowances [24 CFR 982.517]       6-66         Overview       6-66         Flat Fee [24 CFR 982.517(b)(2)(iii)]       6-66         Reasonable Accommodation and Individual Relief       6-67         Utility Allowance Revisions			TTP Formula [24 CFR 5.628]	6-59
Family Share [24 CFR 982.305 (a)(5)				
PHA Subsidy [24 CFR 982.505(b)]			Minimum Rent [24 CFR 5.630]	6-59
Utility Reimbursement [24 CFR 982.514(b); 982.514(c)			Family Share [24 CFR 982.305 (a)(5)	6-59
6-IV.B. Financial Hardships Affecting Minimum Rent [24 CFR 5.630]			PHA Subsidy [24 CFR 982.505(b)]	6-59
Overview         6-66           HUD-Defined Financial Hardship         6-66           Implementation of Hardship Exemption         6-6           Determination of Hardship         6-6           No Financial Hardship         6-6           Temporary Hardship         6-6           Long-Term Hardship         6-6           6-IV.C. Applying Payment Standards [24 CFR 982.505(c)         6-6           and Notic PIH 2024-34]         6-6           Overview         6-6           Change in Payment Standards         6-6           Decreases [24 CFR 982.505(c) and Notice PIH 2024-34]         6-6           Increases [24 CFR 982.505(c)(4) and Notice PIH 2024-34]         6-6           Changes in Family Unit Size (Voucher Size)         6-6           Moves         6-6           Reasonable Accommodation [24 CFR 982.503(d)(5)]         6-6           6-IV.D. Applying Utility Allowances [24 CFR 982.517]         6-6           Overview         6-6           Flat Fee [24 CFR 982.517(b)(2)(iii)]         6-6           Reasonable Accommodation and Individual Relief         6-6           Utility Allowance Revisions         6-6			Utility Reimbursement [24 CFR 982.514(b); 982.514(c)	6-60
Overview         6-66           HUD-Defined Financial Hardship         6-66           Implementation of Hardship Exemption         6-6           Determination of Hardship         6-6           No Financial Hardship         6-6           Temporary Hardship         6-6           Long-Term Hardship         6-6           6-IV.C. Applying Payment Standards [24 CFR 982.505(c)         6-6           and Notic PIH 2024-34]         6-6           Overview         6-6           Change in Payment Standards         6-6           Decreases [24 CFR 982.505(c) and Notice PIH 2024-34]         6-6           Increases [24 CFR 982.505(c)(4) and Notice PIH 2024-34]         6-6           Changes in Family Unit Size (Voucher Size)         6-6           Moves         6-6           Reasonable Accommodation [24 CFR 982.503(d)(5)]         6-6           6-IV.D. Applying Utility Allowances [24 CFR 982.517]         6-6           Overview         6-6           Flat Fee [24 CFR 982.517(b)(2)(iii)]         6-6           Reasonable Accommodation and Individual Relief         6-6           Utility Allowance Revisions         6-6		6-IV.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630]	6-60
Implementation of Hardship Exemption				
Determination of Hardship			HUD-Defined Financial Hardship	6-60
No Financial Hardship			Implementation of Hardship Exemption	6-61
No Financial Hardship			Determination of Hardship	6-61
Temporary Hardship				
Long-Term Hardship				
and Notic PIH 2024-34]				
and Notic PIH 2024-34]		6-IV.C.	Applying Payment Standards [24 CFR 982.505(c)	
Overview			and Notic PIH 2024-34]	6-63
Change in Payment Standards				
Decreases [24 CFR 982.505(c) and Notice PIH 2024-34]				
Increases [24 CFR 982.505(c)(4) and Notice PIH 2024-34]				
Changes in Family Unit Size (Voucher Size)				
Moves				
Reasonable Accommodation [24 CFR 982.503(d)(5)]       6-66         6-IV.D. Applying Utility Allowances [24 CFR 982.517]       6-66         Overview       6-66         Flat Fee [24 CFR 982.517(b)(2)(iii)]       6-66         Reasonable Accommodation and Individual Relief       6-67         Utility Allowance Revisions       6-68			· · · · · · · · · · · · · · · · · · ·	
6-IV.D. Applying Utility Allowances [24 CFR 982.517]				
Overview		6-IV.D.	• • • • • • • • • • • • • • • • • • • •	
Flat Fee [24 CFR 982.517(b)(2)(iii)]				
Reasonable Accommodation and Individual Relief6-67 Utility Allowance Revisions6-68				
Utility Allowance Revisions6-68				
		6-IV.E.		
Overview6-66				

EXHIBIT 6-1: ANNUAL INCOME FULL DEFINITION

EXHIBIT 6-2: TREATMENT OF FAMILY ASSETS

EXHIBIT 6-3: THE EFFECT OF WELFARE BENEFIT REDUCTION

### Chapter 7.A. VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2018-18]

INTRODUCTION			7-1
PART I:	GENERAL VERIFICATION REQUIREMENTS		
	7-I.A.	Family Consent to Release of Information [24 CFR 982.516	
		and 982.551, 24 CFR 5.230]	7-1
		Consent Forms.	
		Form HUD 9886-A [24 CFR 5.230(b)(1). (b)(2), (c)(4),	
		and (c)(5); and Notice PIH 2023-27]	7-1
		Penalties for Failing to Consent [24 CFR 5.232]	
	7-I.B.	Overview of Verification Requirements	
		Use of other Programs' Income Determination [24 CFR 5.609(and Notice PIH 203-27]	2)(3)
		HUD's Verification Hierarchy [Notice PIH 2018-18]	
		Requirements for Acceptable Documents	
		File Documentation	7-6
	7-I.C.	Up-Front Income Verification (UIV)	7-6
		Upfront Income Verification Using HUD's Enterprise Income	
		Verification (EIV) System (Mandatory)	
		EIV Income & IVT Income Reports	
		EIV Identity Verification	7-8
		Upfront Income Verification Using Non-HUD	
		Systems (Optional)	
	7-I.D.	Third-Party Written and Oral Verification	
		Written Third-Party Verification [Notice PIH 2018-18]	
		Written Third-Party Verification Form	
		Oral Third-Party Verification [Notice PIH 2018-18]	7-9
		When Third-Party Verification is Not Required	
		[Notice PIH 2018-18]	
		Primary Documents	
		Imputed Assets	
	<b>5.1</b> 5	Value of Assets and Asset Income [24 CFR 982.516(a)]	
	7-I.E.	Self-Certification	7-11
PART II:	VERIFY	YING FAMILY INFORMATION	7-13
	7-II.A.	Verification of Legal Identity	7-13
	7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2018-24]	7-13
	7-II.C.	Documentation of Age	7-15
	7-II.D.	Family Relationships	7-16
		Marriage	
		Separation or Divorce	
		Absence of Adult Member	7-17
		Foster Children and Foster Adults	7-17

	7-II.E.	Verification of Student Status	7-17
		General Requirements	7-17
		Restrictions on Assistance to Students Enrolled in	
		Institutions of Higher Education	7-18
		Independent Student	
	7-II.F.	Documentation of Disability	
		Family Members Receiving SSA Disability Benefits	
		Family Members Not Receiving SSA Disability Benefits	
	7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508]	
		Overview	
		U.S. Citizens and Nationals	
		Eligible Immigrants	7-20
		Documents Required	
		OHCD Verification [HCV GB, pp.5-3 and 5-7]	
	7-II.H.	Verification of Preference Status	
PART III:	VERIFY	TNG INCOME AND ASSETS	7-23
	7-III.A.	Earned Income	7-23
		Tips	7-23
		Wages	
	7-III.B.	Business and Self Employment Income	7-23
	7-III.C.	Periodic Payments and Payments In Lieu of Earnings	
		Social Security/SSI Benefits	
		To Verify the SS/SSI Benefits of Applicants	7-24
		To Verify the SS/SSI benefits of Participants	
	7-III.D.	Alimony or Child Support	
	7-III.E.	Assets and Income from Assets	7-25
		Assets Disposed of for Less than Fair Market Value	7-25
	7-III.F.	Net Income from Rental Property	
	7-III.G.	Retirement Accounts	7-26
	7-III.H.	Income From Excluded Sources	7-27
	7-III.I.	Zero Annual Income Status	7-28
	7-III.J.	Student Financial Assistance	7-28
	7-III.K.	Parental Income of Students Subject to Eligibility Restrictions	7-29
PART IV:		TNG MANDATORY DEDUCTIONS	
	7-IV.A.	Dependent and Elderly/Disabled Household Deductions	7-31
		Dependent Deduction	
		Elderly/Disabled Family Deduction	7-31
	7-IV.B.	Medical Expense Deduction	7-31
		Amount of Expense	
		Eligible Household	
		Qualified Expenses	
		Unreimbursed Expenses	
		Expenses Incurred in Past Years	
	7-IV.C.	Disability Assistance Expenses	
		Amount of Expense	
		Attendant Care	7-32

Auxiliary Apparatus	7-33
Family Member is a Person with Disabilities	
Family Member(s) Permitted to Work	
Unreimbursed Expenses	
7-IV.D. Child Care Expenses	
Eligible Child	
Unreimbursed Expense	
Pursuing an Eligible Activity	
Information to be Gathered	
Seeking Work	
Furthering Education	
Gainful Employment	
Allowable Type of Child Care	
Reasonableness of Expenses	
Exhibit 7-1: Summary of Documentation Requirements for Noncitizens	
[HCV GB, pp. 5-9 and 5-10]	7-37

### Chapter 7.B. VERIFICATION UNDER HOTMA 102/104

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2018-18]

INTRODUCTION			7-1
PART I:	GENERAL VERIFICATION REQUIREMENTS		
	7-I.A.	Family Consent to Release of Information [24 CFR 982.516	
		and 982.551, 24 CFR 5.230 and Notice PIH 2023-27]	7-1
		Consent Forms	7-1
		Form HUD 9886-A [24 CFR 5.230(b)(1). (b)(2), (c)(4),	
		and (c)(5); and Notice PIH 2023-27]	7-1
		Penalties for Failing to Consent [24 CFR 5.232]	7-2
	7-I.B.	Use of Other Programs' Income Determinations [24 CFR 5.609	
		(3)(c) and Notice PIH 2023-27]	7-3
	7-I.C.	Streamlined Income Determinations [24 CFR 960.257(c);	
		Notice PIH 2023-27]	
	7-I.D.	Verification Hierarchy [Notice PIH 2023-27]	7-7
		File Documentation	
	7-I.E.	Level 5 and 5 Verifications: UpFront Income Verification (UIV).	7-8
		HUD's Enterprise Income Verification (EIV)	
		System (Mandatory)	
		EIV Income Reports	
		New Hires Report [Notice PIH 2023-27]	
		No Income Reported by HHS or SSA Report	
		EIV Identity Verification Report	7-10
		Deceased Tenants Report [Notice PIH 2012-4 and	
		Notice PIH 2023-27]	
		Other EIV Reports [Notice PIH 2023-27]	7-11
		UpFront Income Verification Using New HUD	
		System (Optional)	
	7-I.F.	Level 4 Verifications [Notice PIH 2023-27]	
		EIV + Self Certification	
	7.1.0	Written Third Party Verification Form	7-12
	7-I.G.	Level 3 Verifications: Written Third Party Form	7.12
	7 1 11	Notice PIH 2023-27]	
	7-I.H.	Level 2: Oral Third Party Verification [Notice PIH 2023-27]	/-14
		When Third Party Verification Is Not Required	7 14
		[Notice PIH 2023-27]	
	711	Primary Documents	/-14
	7-I.I.	Level 1: Non-Third Party Verifications Technique:	7 15
		Self-Certification [Notice PIH 2023-27]	
PART II:	<b>VERIF</b>	YING FAMILY INFORMATION	
	7-II.A.	Verification of Legal Identity	7-17

	7-II.B.	Social Security Numbers [24 CFR 5.216, Notice PIH 2023-27]	7-17
	7-II.C.	Documentation of Age	7-20
	7-II.D.	Family Relationships	7-20
		Marriage	7-20
		Separation or Divorce	
		Absence of Adult Member	
		Foster Children and Foster Adults	7-21
	7-II.E.	Verification of Student Status	7-21
		General Requirements	7-21
		Restrictions on Assistance to Students Enrolled in	
		Institutions of Higher Education	7-22
		Independent Student	
	7-II.F.	Documentation of Disability	
		Family Members Receiving SSA Disability Benefits	7-23
		Family Members Not Receiving SSA Disability Benefits	
	7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508]	
		Overview	
		U.S. Citizens and Nationals	
		Eligible Immigrants	7-24
		Documents Required	
		OHCD Verification [HCV GB, pp.5-3 and 5-7]	
	7-II.H.	Verification of Preference Status	
PART III:	VERIFYING INCOME AND ASSETS		
		Earned Income	
		Tips	
		Wages	
	7-III.B.	Business and Self Employment Income	
	7-III.C.	Periodic Payments and Payments In Lieu of Earnings	
		Social Security/SSI Benefits	
	7-III.D.	Alimony or Child Support [Notice PIH 2023-17]	
	7-III.E.	Nonrecurring Income [Notice PIH 2023-27]	
	7-III.F.	Assets and income From Assets	
		Net Family Assets [24 CFR 5.63]	
		Self-Certification of Real Estate Ownership	
	7-III.G.	Net Income from Rental Property	
	7-III.H.	Federal Tax Refunds or Refundable Tax Credits	
		[Notice PIH 2023-27]	7-32
	7-III.I.	Retirement Accounts	
	7-III.J.	Income From Excluded Sources [Notice PIH 2023-27]	7-32
	7-III.K.	Zero Annual Income Families [Notice PIH 2023-17]	
	7-III.L.	Student Financial Assistance [24 CFR 5.609(b)(9)]	
	7-III.M.	Parental Income of Students Subject to Eligibility Restrictions	
PART IV:	VERIFY	ING MANDATORY DEDUCTIONS	7-37
		Dependent and Elderly/Disabled Household Deductions	
		Dependent Deduction	
		Elderly/Disabled Family Deduction	

	7-IV.B.	Health and Medical Expense Deduction	7-37
		Amount of Expense	7-37
		Eligible Household	
		Qualified Expenses	
		Unreimbursed Expenses	
		Expenses Incurred in Past Years	
	7-IV.C.	Disability Assistance Expenses	
		Amount of Expense	
		Attendant Care	
		Auxiliary Apparatus	7-40
		Family Member is a Person with Disabilities	7-40
		Family Member(s) Permitted to Work	
		Unreimbursed Expenses	7-41
	7-IV.D.	Childcare Expenses	7-41
		Eligible Child	
		Unreimbursed Expense	7-41
		Pursuing an Eligible Activity	7-41
		Information to be Gathered	
		Seeking Work	7-42
		Furthering Education	
		Gainful Employment	
		Allowable Type of Childcare	
		Reasonableness of Expenses	
Exhibit 7-1:	Summary	y of Documentation Requirements for Noncitizens	
	•	B, pp. 5-9 and 5-10]	7-45

# Chapter 8.A. HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart I and 24 CFR 982.507]

INTRODUCTION			8-1		
PART I:	PHYSICAL STANDARDS				
	8-I.A.	General HUD Requirements			
		Performance and Acceptability Standards			
		NSPIRE Standard Applicable to HQD [HUD Letter 6-14-24]			
		Federal Preference Items			
		Tenant Preference Items	8-4		
		Modifications to Provide Accessibility	8-4		
	8-I.B.	Additional Local Requirements			
		Four Things a Room MUST Have to be Consider a Bedroom	8-5		
		Prince William County Zoning Ordinances Section 32-300.13	8-5		
		Thermal Environment [HCV GB p.10-7]			
		Clarifications of HUD Requirements			
	8-I.C.	Life-Threatening Conditions [24 CFR 982.404(a);			
		FR Notice 1/18/17]	8-7		
	8-I.D.	Owner and Family Responsibilities [24 CFR 982.404]	8-9		
		Family Responsibilities	8-9		
		Owner Responsibilities	8-9		
		Owner Obligations	8-10		
		Family Responsibilities	8-10		
	8-I-E.	Special Requirements for Children with Elevated			
		Blood Lead-Level (EBLL) [24 CFR 35.1225; FR Notice 1/13/17;			
		PIH 2017-13]			
	8-I-F.	Violation of HQS Space Standards [24 CFR 982.403]	8-12		
PART II:	THE IN	SPECTION PROCESS	8-13		
	8-II.A.	Overview [24 CFR 982.405]	8-13		
		Types of Inspections			
		Inspection Costs [Notice PIH 2016-05]			
		Remote-Video Inspections (RVIs) [Notice PIH 2020-31]			
		Notice and Scheduling	8-14		
		Owner and Family Inspection Attendance	8-14		
	8-II.B.	Initial HQS Inspection [24 CFR 982.405(a)]	8-14		
		Approving Units with Non-Life-Threatening Deficiencies			
		[FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24;			
		and 24 CFR 982.405(j)]	8-15		
		Approving Units Using Alternative Inspections [FR Notice			
		1-18-17; Notice PIH 2017-20; FR Notice 5-7-24;			
		and 24 CFR 982.406	8-15		

		Timing of Initial Inspections [24 CFR 982.305(b)(2)(i)]	8-15
		Inspection Results and Re-inspections	
		Utilities	8-16
		Appliances [Form HUD 52580]	8-16
	8-II.C.	Periodic HQS Inspections [24 CFR 982.405(b) and	
		Notice PIH 2016-05]	8-17
		Scheduling the Inspections	
	8-II.D.	Interim Inspections [24 CFR 982.405(d)]	8-17
	8-II.E.	Supervisory Quality Control Inspections [24 CFR 985.3e;	
		HCV GB p. 10-32]	8-18
	8-II.F.	Inspection Results and Re-inspections for Units Under	
		Notification of Corrective Actions 6-5-24 or earlier	8-18
		Notification of Corrective Actions [24 CFR 982.404(d)(1)]	
		6-6-24 or later	8-19
		Extensions	8-20
		Re-inspections [24 CFR 982.450(i)	8-21
	8-II.G.	Enforcing Owner Compliance	8-21
		HAP Abatement	8-21
		HAP Contract Termination	8-22
		HAP Contracts Executed or Renewed 6-6-24 or Later	
		HAP Withholding [24 CFR 982.404(d)(1)6-6-24 or later	8-22
		HAP Abatement [24CFR 982.404(d)(2)]	8-22
		HAP Contract Termination	8-23
	8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)]	8-23
PART III:	RENT RI	EASONABLENESS [24 CFR 982.507]	
TAKT III.	8-III.A.	Overview	
	8-III.B.	When Rent Reasonableness Determinations Are Required	
	0-III.D.	Owner-Initiated Rent Determinations	
		PHA and HUD-Initiated Rent Reasonableness Determinations.	
		LIHTC and HOME-Assisted Units [24 CFR 982.507(c)]	
	8-III.C.	How Comparability Is Established	
	0-III.C.	Factors to Consider	
		Units that Must Not be Used as Comparable	
		Rents Charged for Other Units on the Premises	
	8-III.D.	PHA Rent Reasonableness Methodology	
	o m.b.	How Market Data Is Collected	
		How Rents Are Determined	
Exhibit 8-1:	Overview	of HUD Housing Quality Standards	8-29
Exhibit 8-2:	Summary	of Tenant Preference Areas Related to Housing Quality	8-37

#### Chapter 8.B.

### NATIONAL STANDARS FOR THE PHYSICAL INSPECTION OF REAL ESTATE AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart g and Notice PIH 2024-26]

INTRODU	CTION		8-1
PART I:	NSPIRE	E STANDARDS	8-3
	8-I.A.	General HUD Requirements	
	8-I.B.	Affirmative Habitability Requirements [24 CFR 5.703(b).	
		(c), and (d)]	8-3
	8-I.C.	Modifications to Provide Accessibility [24 CFR 100.203;	
		Notice 2003-31; and Notice PIH 2014-02]	8-3
	8-I.D.	Additional Local Requirements [24 CFR 5.705(a)(3) and	
		Notice PIH 2024-26]	8-4
		Requested Variations	
		For Things a Room MUST Have to be Considered a Bedroom.	8-4
		Requested Variations	
		Prince William County Zoning Ordinance Section 32-300.13	8.5
	8-I-E.	Life-Threatening Conditions [Notice PIH 2024-26]	8-5
	8-I-F.	Owner and Family Responsibilities [24 CFR 982.404]	
		Family Responsibilities 6-5-24 or earlier	
		Owner Responsibilities 6-5-24 or earlier	8-8
		Owner Obligations 6-6-24 or later	8-8
		Family Responsibilities 6-6-24 or later	8-9
	8-I-G.	Lead-Based Paint	8-10
		Special Requirements for Children with Elevated Blood Lead	
		Levels [24 CFR 35.1225; FR Notice 1/13/17;	
		Notice PIH 2017-13]	
	8-I-H.	Violation of HQS Space Standards [24 CFR 5.70(d)(5)	8-10
PART II:	THE IN	SPECTION PROCESS	8-13
	8-II.A.	Overview [24 CFR 982.405]	8-13
		Types of Inspections	8-13
		Inspection Costs [Notice PIH 2016-05; 24 CFR 5.705(b]	8-13
		Remote-Video Inspections (RVIs) [Notice PIH 2020-31]	8-13
		Notice and Scheduling	
		Owner and Family Inspection Attendance	8-14
	8-II.B.	Initial HQS Inspection [24 CFR 982.405(a)]	8-14
		Approving Units with Non-Life-Threatening Deficiencies	
		[FR Notice 1/18/17; Notice PIH 2017-20; FR Notice 5/7/24;	
		and 24 CFR 982.405(j)]	8-15
		Approving Units Using Alternative Inspections [FR Notice	
		1-18-17; Notice PIH 2017-20; FR Notice 5-7-24;	
		and 24 CFR 982.406	
		Timing of Initial Inspections [24 CFR 982.305(b)(2)(i)]	
		Inspection Results and Re-inspections	8-16

		Utilities	8-16
		Appliances [Form HUD 52580]	8-16
	8-II.C.	Periodic HQS Inspections [24 CFR 982.405(b) and	
		Notice PIH 2016-05]	8-17
		Scheduling the Inspections	
	8-II.D.	Interim Inspections [24 CFR 982.405(d)]	
	8-II.E.	Supervisory Quality Control Inspections [24 CFR 985.3e;	
		HCV GB p. 10-32]	8-18
	8-II.F.	Inspection Results and Re-inspections for Units Under	
		Notification of Corrective Actions 6-5-24 or earlier	8-19
		Notification of Corrective Actions [24 CFR 982.404(d)(1)]	
		6-6-24 or later	8-19
		Extensions [24 CFR 982.450(i)	8-21
		Re-inspections [24 CFR 982.450(i)	8-21
	8-II.G.	Enforcing Owner Compliance	
		HAP Abatement 6-5-24 or earlier	8-22
		HAP Contract Termination 6-5-24 or earlier	8-22
		HAP Contracts Executed or Renewed 6-6-24 or Later	
		HAP Withholding [24 CFR 982.404(d)(1)6-6-24 or later	8-23
		HAP Abatement [24CFR 982.404(d)(2)]	
		HAP Contract Termination	
	8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)]	8-24
PART III:	RENT R	EASONABLENESS [24 CFR 982.507]	8-25
	8-III.A.	Overview	8-25
	8-III.B.	When Rent Reasonableness Determinations Are Required	8-25
		Owner-Initiated Rent Determinations	8-25
		PHA and HUD-Initiated Rent Reasonableness Determinations	8-26
		LIHTC and HOME-Assisted Units [24 CFR 982.507(c)]	8-26
	8-III.C.	How Comparability Is Established	8-26
		Factors to Consider	8-26
		Units that Must Not be Used as Comparable	8-27
		Rents Charged for Other Units on the Premises	8-27
	8-III.D.	PHA Rent Reasonableness Methodology	8-27
		How Market Data Is Collected	8-27
		How Rents Are Determined	8-28
Exhibit 8-1:	: Affirmat	tive Habitability Requirements	8-29

# **Chapter 9 GENERAL LEASING POLICIES**

INTRODUCTION		9-1
9-I.A.	Tenant Screening	
9-I.B.	Requesting Tenancy Approval [Form HUD-52517]	9-2
9-I.C.	Owner Participation	9-2
9-I.D.	Eligible Units	9-4
	Ineligible Units [24 CFR 982.352(a)]	9-4
	Special Housing Types [24 CFR 982 Subpart M]	9-4
	Duplicative Assistance [24 CFR 982.352(c)]	
	Initial Inspection	
	Unit Size	9-5
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507]	9-5
	Rent Burden [24 CFR 982.508]	
9-I.E.	Lease and Tenancy Addendum	
	Lease Form and Tenancy Addendum [24 CFR 982.308]	9-6
	Lease Information [24 CFR 982.308(d)]	9-6
	Term of Assisted Tenancy	9-6
	Security Deposit [24 CFR 982.313 (a) and (b)]	9-7
	Separate Non-Lease Agreements between Owner and Tenant	
	PHA Review of Lease	9-8
9-I.F.	Tenancy Approval [24 CFR 982.305]	9-9
9-I.G.	HAP Contract Execution [24 CFR 982.305]	
9-I.H.	Changes in Lease or Rent [24 CFR 982.308]	

# Chapter 10 MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

INTRODU	CTION		10-1
PART I:	MOVIN	G WITH CONTINUED ASSISTANCE	10-1
	10-I.A.	Allowable Moves	10-1
	10-I.B.	Family Moves Due to Unit Deficiencies	10-3
		Units in Abatement [24 CFR 982.404(d)(3)]	
		Termination of HAP Contract and Family Moves [24 CFR 982.404(e)]	
		Relocation Assistance [24 CFR 982.404(e)(3)	
	10-I.C.	Restrictions on Moves	
	10-1.C.	Denial of Moves	
		Insufficient Funding	
		Grounds for Denial or Termination of Assistance	
	10-I.D.	Restrictions on Elective Moves [24 CFR 982.354(c)]	
	10-1.D.	Moving Process	
		Notification	
		Approval	
		Reexamination of Family Income and Composition	
		Voucher Issuance and Briefing	
		Housing Assistance Payments	
		Zero HAP Families Who Wish to Move [24 CFR 982.455]	
PART II:		BILITY	
	10-II.A.	Overview	
	10-II.B.	Initial PHA Role	10-10
		Allowable Moves under Portability	
		Applicant Families	10-10
		Participant Families	10-10
		Determining Income Eligibility	10-11
		Applicant Families	10-11
		Participant Families	10-11
		Reexamination of Family Income and Composition	10-11
		Briefing	10-11
		Voucher Issuance and Term	10-12
		Voucher Extensions and Expiration	10-12
		Preapproval Contact with the Receiving PHA	10-13
		Initial Notification to Receiving PHA	
		Sending Documentation to the Receiving PHA	
		Initial Billing Deadline [Notice PIH 2016-09]	
		Monthly Billing Payments [24 CFR 982.355(e), Notice PIH	
		2012-42]	10-15
		Annual Updates of Form HUD-50058	
		Denial or Termination of Assistance [24 CFR 982.355(c)(17)]	]10-15

10-II.C.	Receiving PHA Role	10-16
	Responding to Initial PHA's Request [24 CFR 982.355(c)]	
	Initial Contact with Family	10-16
	Briefing	10-16
	Income Eligibility and Reexamination	10-17
	Voucher Issuance	10-17
	Timing of Voucher Issuance	10-17
	Voucher Term	10-18
	Voucher Extensions [24 CFR 982.355(c)(14),	
	Notice 2012-42]	10-18
	Voucher Suspensions [24 CFR 982.303,	
	24 CFR 982.355(c)(15)]	
	Notifying the Initial PHA	
	Administering a Portable Family's Voucher	
	Portability Billing [24 CFR 982.355(e)]	
	Initial Billing Deadline	10-19
	Ongoing Notification Responsibilities [Notice	
	PIH 2016-09, HUD-52665]	
	Annual Reexaminations	
	Change in Billing Amount	
	Late Payments [Notice PIH 2012-42]	
	Overpayments [Notice PIH 2012-42]	
	Denial or Termination of Assistance	10-21
	Absorbing a Portable Family	10-21

# Chapter 11.A. REEXAMINATIONS

INTRODU	CTION		11-1
PART I:	ANNUA	L REEXAMINATIONS [24 CFR 982.516]	11-1
	11-I.A.	Overview	11-1
	11-I.B	Streamlined Annual Reexaminations [24 CFR 982.516(b),	
		New HCV CB, Reexaminations]	11-2
	11-I.C.	Scheduling Annual Reexaminations	
		Notification of and Participation in the Annual	
		Reexamination Process	11-3
		Mail-In Recertification	11-4
		Virtual Conference Call or Phone Call	11-4
		Documents not Returned in Timely Manner – Mail-In	
		Recertification	11-4
		Missing Information – Mail-In Recertification	11-4
	11-I.D.	Conducting Annual Reexaminations	
	11-I.E.	Determining Ongoing Eligibility of Certain Students	
		[24 CFR 982.552(b)(5)]	11-6
	11-I.F.	Effective Dates	
PART II:	INTERI	M REEXAMINATIONS [24 CFR 982.516]	11_0
TAKT II.	11-II.A.		ر-11 11 <b>-</b> 0
	11-II.A. 11-II.B.		
	11 11.D.	New Family Members Not Requiring PHA Approval	
		New Family and Household Members Requiring Approval	
		Departure of a Family or Household Member	
		Can Section 8 be Transferred to Another Household Member	
		What Happens to Section 8 Voucher if Head of Household D	
		Changes in Family Unit Size (Voucher Size)	
		[24 CFR 982.505(c)(6)]	11-11
		Changes effective 12/2/24 and earlier	
		Changes effective 12/3/24 and later	
	11-II.C.	Changes Affecting Income or Expenses	
		PHA-Initiated Interim Reexaminations	
		Family-Initiated Interim Reexaminations	
		Required Reporting	
		Optional Reporting	
	11-II.D.	Processing the Interim Reexamination	
		Method of Reporting	
		Effective Dates	
PART III:	DECVIO	CULATING FAMILY SHARE AND SUBSIDY AMOUNT	11 15
I AIXI III.		Overview	
		Changes In Payment Standards and Utility Allowances	
	11 <b>-</b> 111.D.	Payment Standards [24 CFR 982.505]	
		1 aymont standards [27 C1 it 702.303]	11-13

Subsidy Standards [24 CFR 982.505(c)(4)]	11-15
Utility Allowances [24 CFR 982.517(d)]	
11-III.C. Notification of New Family Share and HAP Amount	
11-III D. Discrepancies	11-17

# Chapter 11.B. REEXAMINATIONS UNDER HOTMA 102/104

INTRODU	CTION		11-1
PART I:	ANNUA	L REEXAMINATIONS [24 CFR 982.516]	11-1
	11-I.A.		
	11-I.B	Streamlined Annual Reexaminations	11-2
		Notification of an Participation in Annual	
		Reexamination Process	11-2
		Mail-In Recertification	11-3
		Virtual Conference Call or Phone Call	11-3
		Documents not Returned in Timely - Mail in Recertification	11-3
		Missing Information – Mail-In Recertification	11-3
	11-I.C.	Conduct Annual Reexaminations	11-3
	11-I.D.	Determining Ongoing Eligibility of Certain Students	
		[24 CFR 982.552(b)(5)]	11-5
	11-I.E.	Calculating Annual Income at Annual Reexamination	
		[24 CFR 5.609(c)(2) and Notice PIH 2023-27]	11-5
	11-I.F.	Effective Dates	
PART II:	INTERI	M REEXAMINATIONS [24 CFR 982.516; Notice PIH 2023-27]].	11-9
	11-II.A.		
	11-II.B.	Changes In Family and Household Composition	11-9
		Reporting	
		New Family Members Not Requiring PHA Approval	11-9
		New Family and Household Members Requiring Approval	11-9
		Departure of a Family or Household Member	
		Changes in Family Unit Size (Voucher Size)	
		[24 CFR 982.505(c)(6)]	11-11
		Changes effective 12/3/24 and later	11-11
		Can Section 8 be Transferred to Another Family Member?	11-11
		What Happens to Section 8 Voucher if Head of Household Die	es?11-11
	11-II.C.	Changes Affecting Income or Expenses	11-12
		Interim Decreases [24 CFR 982.516(c)(2);	
		Notice PIH 2023-27]	11-12
		Interim Increases [24 CFR982.51(c)(3) and	
		Notice PIH 2023-27]	11-12
		Increases Less than 10 Percent	11-12
		Increases 10 Percent or Greater	11-12
		Concurrent Increases in Earned and Unearned Income	
		[Notice PIH 2023-27]	11-13
		Cumulative Increases [Notice PIH 2023-27]	
		Family Reporting	
	11-II.D.	Effective Dates [24 CFR 982.516(e) and Notice PIH 2023-27]	
		Changes Reported Timely [Notice PIH 2023-27]	11-15

	Changes Not Reported Timely [Notice PIH 2023-27]	11-15
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT	11-17
	11-III.A. Overview	11-17
	11-III.B. Changes In Payment Standards and Utility Allowances	11-17
	Payment Standards [24 CFR 982.505 and FR Notice 5/7/24].	
	Subsidy Standards [24 CFR 982.505(c)(4)]	11-17
	Utility Allowances [24 CFR 982.517(d)]	11-17
	11-III.C. Notification of New Family Share and HAP Amount	11-18
	11-III.D. Discrepancies	11-19
PART IV:	NON-INTERIM REEXAMINATION TRANSACTIONS	
	[Notice PIH 2023-27]	11-21
EVUIDIT 1	1 1. CALCULATING INCOME AT ANNUAL DESYAMINATION	11 22

# Chapter 12. TERMINATION OF ASSISTANCE AND TENANCY

INTRODU	CTION		12-1
PART I:	GROUN	DS FOR TERMINATION OF ASSISTANCE	12-1
	12-I.A.		
	12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455]	12-1
	12-I.C.	Family Chooses to Terminate Assistance	
	12-I.D.	Mandatory Termination of Assistance	
		Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]	12-2
		Failure to Provide Consent [24 CFR 982.552(b)(3)]	
		Failure to Document Citizenship [24 CFR 982.552(b)(4)	
		and 24 CFR 5.514(c)]	12-3
		Failure to Disclose and Document Social Security Numbers	
		[24 CFR 5.218(c), Notice PIH 2018-24]	
		Methamphetamine Manufacture or Production	
		[24 CFR 983.553(b)(1)(ii)]	12-4
		Lifetime Registered Sex Offenders [Notice PIH 2012-28]	
		Failure of Students to Meet Ongoing Eligibility	
		Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]	12-4
		Death of the Sole Family Member [24 CFR 982.311(d) and	
		Notice PIH 2010-9]	12-5
	12-I.E.	Mandatory Policies and Other Authorized Terminations	
		Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]	
		Use of Illegal Drugs and Alcohol Abuse	
		Drug-Related and Violent Criminal Activity	
		[24 CFR 5.100]	12-6
		Other Authorized Reasons for Termination of Assistance	
		[24 CFR 982.552(c), 24 CFR 5.2005(c)]	12-6
		Family Absence from the Unit [24 CFR 982.312]	
		Asset Limitation [24 CFR 5.618; Notice PIH 2023-27]	
		Insufficient Funding [24 CFR 982.454]	
PART II:	APPROA	ACH TO TERMINATION OF ASSISTANCE	12-11
		Overview	
		Method of Termination [24 CFR 982.552(a)(3)]	
		Alternatives to Termination of Assistance	
		Change in Household Composition	
		Repayment of Family Debts	
	12-II.D.	Criteria for Deciding to Terminate Assistance	
		Evidence	
		Use of Criminal Conviction Records after Admission	
		[24 CFR 5.903]	12-12
		Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]	
		Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	

	12-II.E. Terminations Related to Domestic Violence, Dating Violence,	
	Sexual Assault or Stalking	12-14
	VAWA Protections against Termination	
	Limitations on VAWA Protections	
	[24 CFR 5.2005(d) and (e)]	12-15
	Documentation of Abuse [24 CFR 5.2007]	
	Terminating the Assistance of a Domestic	
	Violence Perpetrator	12-16
	12-II.F. Termination Notice	
PART III:	TERMINATION OF TENANCY BY THE OWNER	12-19
	12-III.A. Overview	12-19
	12-III.B. Grounds for Owner Termination of Tenancy	
	[24 CFR 982.310, 24 CFR 5.2005(c) and	
	Form HUD-52641-A, Tenancy Addendum]	12-19
	Serious or Repeated Lease Violations	
	Violation of Federal, State, or Local Law	
	Criminal Activity or Alcohol Abuse	
	Evidence of Criminal Activity	
	Other Good Cause	
	12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A	
	Tenancy Addendum]	
	12-III.D. Deciding Whether to Terminate Tenancy	
	[24 CFR 982.310(h), 24 CFR 982.310(h)(4)]	12-21
	12-III.E. Effect of Tenancy Termination on the Family's Assistance	
Exhibit 12	1. Statement of Family Obligations	12_23

# Chapter 13 OWNERS

INTRODU	CTION		13-1
PART I:	OWNER	S IN THE HCV PROGRAM	13-1
	13-I.A.	Owner Recruitment and Retention [HCV Landlord Strategy	
		Guidebook for PHAs]	13-1
		Education and Outreach	13-1
		Retention	13-2
	13-I.B.	Basic HCV Program Requirements	13-3
	13-I.C.	Owner Responsibilities [24 CFR 982.452]	13-5
	13-I.D.	Owner Qualifications	
		Owners Barred from Participation [24 CFR 982.306(a) and (b	5)]13-5
		Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2].	13-6
		Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19]	
		Owner Actions That May Result in Disapproval of a	
		Tenancy Request [24 CFR 982.306(c)]	13-7
		Legal Ownership of Unit	
	13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641]	13-9
PART II:	HAP CO	NTRACTS	13-11
	13-II.A.	Overview	13-11
	13-II.B.	HAP Contract Contents	13-11
	13-II.C.	HAP Contract Payments	13-13
		General	
		Owner Certification of Compliance	13-13
		Late HAP Payments [24 CFR 982.451(a)(5)]	
		Termination of HAP Payments [24 CFR 982.311(b)]	13-14
	13-II.D.		
	13-II.E.	HAP Contract Term and Terminations	13-16
	13-II.F.	Change in Ownership/Assignment of the HAP Contract	
		[HUD-52641]	13-17
	13-II.G.	Foreclosure [Notice PIH 2010-49]	

# Chapter 14 PROGRAM INTEGRITY

INTRODU	CTION		14-1
PART I:		NTING, DETECTING, AND INVESTIGATING ERRORS AND AM ABUSE	1./1_1
	14-I.A.	Preventing Errors and Program Abuse	
	14-I.A. 14-I.B.	Detecting Errors and Program Abuse	
	1 <del>1-</del> 1.D.	Quality Control and Analysis of Data	
		Independent Audits and HUD Monitoring	1/1 3
		Individual Reporting of Possible Errors and Program Abuse	
	14-I.C.	Investigating Errors and Program Abuse	
	14-1.C.	When the PHA Will Investigate	
		Consent to Release of Information [24 CFR 982.516]	
		Analysis and Findings	
		Consideration of Remedies	
		Notice and Appeals	
PART II:		CTIVE MEASURES AND PENALTIES	
	14-II.A.	Subsidy Under or Overpayments	
		Corrections	
		Reimbursement	
	14-II.B.	Family-Caused Errors and Program Abuse	
		Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13]	
		PHA Reimbursement to Family [HCV GB p. 22-12]	14-6
		Prohibited Actions	
		Penalties for Program Abuse	
	14-II.C.	Owner-Caused Error or Program Abuse	
		Owner Reimbursement to the PHA	14-7
		Prohibited Owner Actions	14-7
		Remedies and Penalties	14-8
	14-II.D.	OHCD-Caused Errors or Program Abuse	14-8
		De Minimis Errors [24 CFR 5.609(c)(4)]	14-8
		Prohibited Activities	
	14-II.E.	Criminal Prosecution	14-9
	14-II.F.	Fraud and Program Abuse Recoveries	.14-10

# Chapter 15 SPECIAL HOUSING TYPES

[24 CFR 982 Subpart M; New HCV GB, Special Housing Types]

INTRODU	CTION	15-1
PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605; Form HUD-52641; New HCV GB, Special Housing Types, p. 4]]	15-3 15-3
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609; Form HUD-52641; New HCV GB, Special Housing Types]	15-5 15-5
PART III:	GROUP HOME [24 CFR 982.610 through 982.614; Form HUD-52641; New HCV GB, Special Housing Types, p.8]	15-7 15-7
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618; Form HUD-5264 Notice PIH 2021-05; New HCV GB, Special Housing Types]	15-11 15-11 15-12
PART V:	COOPERATIVE HOUSING [24 CFR 982.619; New HCV GB, Special Housing Types, p. 14]	15-15 15-15
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624; FR Notice 1/18/17; New HCV GB, Special Housing Types, p. 15]	15-17 15-17 15-17
	15-VI.C. Payment Standard, Utility Allowance and HAP Calculation  Payment Standards	15-17 15-17 15-18 15-18

	Housing Assistance Payment [24 CFR 982.622(b)]	15-19
	Rent Reasonableness	
	Distribution of HAP [24 CFR 982.623(c)]	15-19
	Single HAP to Family [24 CFR 982.623(d)]	15-19
	15-VI.D. Manufactured Homes: Housing Quality Standards	
PART VII:	HOMEOWNERSHIP [24 CFR 982.625 through 982.643]	15-21
	15-VII.A. Overview [24 CFR 982.625]	15-21
	15-VII.B. Family Eligibility [24 CFR 982.627]	15-21
	15-VII.C. Selection of Families [24 CFR 982.626]	15-24
	15-VII.D. Eligible Units [24 CFR 982.628]	
	15-VII.E. Additional OHCD Requirements for Search and Purchase	
	[24 CFR 982.629]	15-25
	15-VII.F. Homeownership Counseling [24 CFR 982.630]	15-26
	15-VII.G. Home Inspections, Contract of Sale, and OHCD Disapproval	
	Seller [24 CFR 982.631]	15-27
	Home Inspections	15-27
	Contract of Sale	15-29
	Disapproval of a Seller	15-30
	15-VII.H. Financing [24 CFR 982.632]	15-30
	15-VII.I. Continued Assistance Requirements; Family Obligations	
	[24 CFR 982.633]	15-31
	15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634	]15-32
	15-VII.K. Homeownership Assistance Payments and Homeownership	
	Expenses [24 CFR 982.635]	15-33
	15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c),	
	982.552, 982.553]	15-35
	15-VII.M. Moving with Continued Assistance [24 CFR 982.637]	15-36
	15-VII.N. Denial or Termination of Assistance [24 CFR 982.638]	

# Chapter 16 PROGRAM ADMINISTRATION

INTRODU	CTION	.16-1
PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]	.16-3
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES	
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7, and Notice PIH 2024-34]	;
	Market Rents (SAFMR) Guidebook]	
	and Notice PIH 2024-34] Exception Payment Standards [24 CFR 982.503(d),	.16-7
	Notice PIH 2024-34 and FR Notice 9/27/21	.16-7
	SAFMR is Higher than the FMR	.16-7
	Other Exception Payment Standards	
	Reasonable Accommodation [24 CFR 982.503(d)(5), 24 CFR 982.505(d), Notice PIH 2024-34 and Notice PIH 2010-26]	.16-8
	Payment Standard below the Basic Range [24 CFR 982.503(c) and Notice PIH 2024-34]	
	Notice PIH 2023-24	
	Energy Efficient Utility Allowance [24 CFR 982.517(b)(2)(ii)]1  Air Conditioning [24 CFR 982.517(b)(2)(ii)]	l6-11 l6-12
PART III:	INFORMAL REVIEWS AND HEARINGS	16-13
	16-III.B. Informal Reviews	16-13 16-13 16-14 16-14
	Remote Informal Reviews [Notice PIH 2020-32]	

Ensuring Accessibility for Persons with Disabilities ad LEP	
Individuals	.16-15
Conducting Remote Informal Reviews	.16-15
Informal Review Decision [24 CFR 982.554(b)]	.16-17
16-III.C. Informal Hearings for Participants [24 CFR 982.555]	
Decisions Subject to Informal Hearing	
Remote Informal Hearings [Notice PIH 2020-32]	.16-19
Ensuring Accessibility for Persons with Disabilities and	
LEP Individuals	.16-20
Conducting Informal Hearings Remotely	.16-20
Informal Hearing Procedures	
Notice to the Family [24 CFR 982.555(c)]	.16-21
Scheduling an Informal Hearing [24 CFR 982555(d)]	
Pre-Hearing Right to Discovery [24 CFR 982.555(e)]	.16-23
Participant's Right to Bring Counsel	
[24 CFR 982.555(e)(3)]	
Informal Hearing Officer [24 CFR 982.555(e)(4)]	
Attendance at an Informal Hearing	
Conduct at Hearings	
Evidence [24 CFR 982.555(e)(5)]	
Procedures for Rehearing or Further Hearing	
Hearing Officer's Decision [24 CFR 982.555(e)(6)]	
Issuance of Decision [24 CFR 982.555(e)(6)]	
Effect of Final Decision [24 CFR 982.555(f)]	.16-27
16-III.D. Hearing and Appeal Provisions for Noncitizens	16.00
[24 CFR 5.514]	.16-28
Notice of Denial or Termination of Assistance	16.20
[24 CFR 5.514(d)]	
USCIS Appeal Process [24 CFR 5.514(e)]	.16-28
Informal Hearing Procedures for Applicants	16.20
[24 CFR 5.514(f)]	
Informal Hearing Officer	
Evidence	
Representation and Interpretative Services	
Recording of the Hearing	
Hearing Decision	
Informal Hearing Procedures for Residents [24 CFR 5.514(f)]	
Retention of Documents [24 CFR 5.514(h)] PART IV: OWNER OR FAMILY DEBTS TO THE PHA	
16-IV.A. Overview	
16-IV.A. Overview	
Owner Debts to the PHA	
Family Debts to the PHA  Refusal to Enter into an Agreement	
Repayment Agreement [24 CFR 792.103]	
General Repayment Agreement [24 CFR /92.103]	16 25
Ocheral Repayment Agreement Guidennes for Families	.10-33

	Down Payment Requirement	16-35
	Payment Thresholds	
	Execution of the Agreement	16-36
	Due Dates	
	Late or Missing Payments	
	No Offer of Repayment Agreement	
	Repayment Agreements Terms	16-38
PART V: S	SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)	
	16-V.A. Overview	
	16-V.B. SEMAP Certification [24 CFR 985.101]	
	HUD Verification Method	
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648]	
	SEMAP Indicators Chart	16-40
PART VI:	RECORD KEEPING	16-45
	16-VI.A. Overview	
	16-VI.B. Record Retention [24 CFR 982.158; 24 CFR 908.101]	
	16-VI.C. Records Management	
	Privacy Act Requirements [24 CFR 5.212 and Form-9886-A].	
	Upfront Income Verification (UIV) Records	
	Criminal Records	
	Medical/Disability Records	16-47
	Documentation of Domestic Violence,	16 40
	Dating Violence, Sexual Assault, or Stalking	10-48
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH	
	ELEVATED BLOOD LEAD LEVEL	
	16-VII.A.Overview	
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e); PIH 2017-13]	
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)]	16-49
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING	16-51
	16-VIII.A. Overview	16-51
	16-VIII.B. Methodology	16-51
PART IX:	VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION,	
	DOCUMENTATION, CONFIDENTIALITY	16-53
	16-IX.A. Overview	
	16-IX.B. Definitions [24 CFR 5.2003, 42 USC 13925]	16-53
	16-IX.C. Notification [24 CFR 5.2005(a)]	
	Notification to Public	16-55
	Notification to Program Applicants and Participants	
	[24 CFR 5.2005(a)(1)]	
	Notification to Owners and Managers	
	16-IX.D. Documentation [24 CFR 5.2007]	16-59
	Conflicting Documentation [24 CFR 5.2007(e)]	16-60
	Discretion to Require No Formal Documentation	16.60
	[24 CFR 5.2007(d)]	16-60

Failure to Provide Documentation [24 CFR 5.2007(c)]16-6 16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)]16-6	
Exhibit 16-1: Sample Notice of Occupancy Rights Under the Violence Against Women Act, Form HUD-538016-6	63
Exhibit 16-2: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, Form HUD-538216-7	
Exhibit 16-3: Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HCV Version)	75
Exhibit 16-4: Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-538316-8	81
Exhibit 16-5: Model Owner Notification of Rights and Obligations16-8	85

# Chapter 17 CODE OF CONDUCT, ACRONYMS AND GLOSSARY

CODE OF CONDUCT FOR OHCD	17-1
ACRONYMS USED IN SUBSIDIZED HOUSING	17-6
GLOSSARY OF SURSIDIZED HOUSING TERMS	17-9

# Chapter 18 FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND EMERGENCY HOUSING VOUCHERS (EHV)

INTRODU	JCTION	18-1
PART I:	FAMILY SELF-SUFFICIENCY PROGRAM (FSS)	
	18-I.A. Program Objectives [24CFR 984.102]	
	18-I.B. Eligibility and Recruitment	
	18-I.C. Needs Assessment, Individual Trainings, Service Plan	
	and FSS Contract	18-2
	18-I.D. Monitoring and Management	
	18-I.E. Escrow Account	
	Interim Disbursements	
	Number of Interim Disbursements	18-4
	Processing Timeframe and Procedures	18-4
	Threshold Requirements to be Met Before a Request	
	can be Submitted	18-4
	Eligible Categories for Interim Disbursements	18-5
	Medical	
	Credit	
	Education	18-5
	Transportation	
	Homeownership	
	Entrepreneurship	
	Actions Following Disbursement	
	Compliance Issues	18-6
	18-I.F. FSS and Portability	18-6
	18-I.G. FSS Contract Compliance	18-7
	18-I.H. FSS Contract Completion & Extensions	
	Seek Employment	18-8
	Maintain Employment	18-8
	Extension	18-8
	18-I.I. Program Status: Probation and Termination	18-9
	Good Standing	18-9
	Program Non-Compliance	18-9
	Probation	18-10
	Termination	18-10
	Voluntary Withdrawal	
	Housing Choice Voucher Participant Hearing Procedures	18-10
	18-I.J. Readmission Policies	
	18-I.K. FSS Program Coordinating Committee	18-11
	Required Members	
	Voluntary Members	18-11

PART II:	EMERGENCY HOUSING VOUCHER (EHV) PROGRAM	18-13
	Introduction	18-13
	18-II.A. Funding Overview	18-14
	Housing Assistance Payments (HAP) Funding	
	Administrative Fees and Funding	
	Preliminary Fees	
	Placement Fees/Expedited Issuance Reporting Fees	18-14
	Ongoing Administrative Fees	18-14
	Services Fees	18-15
	18-II.B. Service Fees	18-15
	Holding Fees	18-15
	Security Deposit Assistance	
	Utility Deposit Assistance/Utility Arrears/Hookup Fees	18-16
PART III:	PARTNERING AGENCIES	18-17
	18-III.A. Continuum of Care (CoC)	18-17
	18-III.B. Other Partnering Organizations	18-17
	18-III.C. Referrals	18-17
	CoC and Partnering Agency Referrals	18-17
	Offers of Assistance with CoC Referral	18-18
PART IV:	WAITING LIST MANAGEMENT	
	18-IV.A. HCV Waiting List	18-19
	18-IV.B. EHV Waiting List	18-19
	18-IV.C. Preferences	
	HCV Waiting List Preferences	18-19
	EHV Waiting List Preferences	18-20
PART V:	FAMILY ELIGIBILITY	
	18-V.A. Overview	
	18-V.B. Referring Agency Determination of Eligibility	18-21
	18-V.C. PHA Screening.	18-21
	Overview	18-21
	Mandatory Denials	18-22
	Permissive Denial	
	19-V.D. Income Verification at Admission	18-23
	Self-Certification at Admission	18-23
	Recently Conducted Income Determinations	18-24
	EIV Income Validation	
	18-V.E. Social Security Number and Citizenship Status Verification	
	18-V.F. Age and Disability Verification	
	18-V.G. Income Targeting	18-25
PART VI:	HOUSING SEARCH AND LEASING	
	18-VI.A. Initial Voucher Term	
	18-VI.B. Housing Search Assistance	18-27

18-VI.C. HQS Pre-Inspections	18-28
18-VI.D. Initial Lease Term	
18-VI.E. Portability	
Nonresident Applicants	
Billing and Absorption	
Family Briefing	
Coordination of Services	
Services Fee	
Placement Fee/Issuance Reporting Fee	
18-VI.F. Payment Standards	
Payment Standard Schedule	
Rent Reasonableness	
Increases in Payment Standards	
18-VI.G. Termination of Vouchers	
PART VII: USE OF FUNDS, REPORTING AND FINANCIAL RECORDS	18-33
Exhibit 18.1 MEMORANDUM OF UNDERSTANDING (MOU)	18-35
Exhibit 18.2 HOMLESS PROVIDER CERTIFICATION	
Exhibit 18.3 EXAMPLE OF VICTIM SERVICES PROVIDER'S CERTIFICATION	18-41

# Chapter 19 SPECIAL PURPOSE VOUCHERS

INTRODU	CTION		19-1
PART I:	FAMILY	UNIFICATION PROGRAM (FUP)	19-1
	19-I.A.	Program Overview [Fact Sheet, Housing Choice Voucher Program	
		Family Unification Program (FUP)]	
		Overview	
		Assigning Vouchers [FUP FAQs]	19-2
	19-I.B.	Public Child Welfare Agency (PCWA)	
		Supportive Services	19-3
	19-I.C.	FUP Family Voucher Eligibility Criteria	
	19-I.D.	FUP Youth Voucher Eligibility Criteria	
		Eligibility Criteria	
	19-I.E.	Assistance Period [FR Notice 1/24/22]	
		Maximum Assistance Period	
		Extension of Assistance	19-6
		Statutory Exceptions	19-6
		Education, Workforce Development,	
		or Employment Activities	19-7
		FSS Enrollment at 24 Months	
		FSS Enrollment Between 36 and 48 Months	19-9
		FSS Enrollment After 48 Months	19-10
		Extensions of Assistance	19-10
		No FSS Program or Unable to Enroll in FSS	19-10
		Verification Prior to Annual Reexam	
		Termination of Assistance for Failure to Meet Conditions	19-12
	19-I.F.	Referrals and Waiting List Management	19-12
		Referrals	
		Waiting List Placement	19-13
		Waiting List Selection	
	19-I.G.	PHA HCV Eligibility Determination	19-13
		Additional FUP Eligibility Factors [FUP FAQs]	19-13
	19.I.H.	Lease Up [FR Notice 1/24/22]	19-14
	19-I.I.	Termination of Assistance	19-15
		General Requirements	19-15
		FUP Family Vouchers	19-15
		FUP Youth Vouchers	19-16
	19-I.J.	FUP Portability	19-16
		Considerations for FUP Youth Vouchers	19-17
	19-I.K.	Project-Basing FUP Vouchers [Notice PIH 2017-21;	
		FR Notice 5/7/24; 24 CFR 983.6(d)(2); 983.262(c);	
		and €; and FR Notice 1/24/22]	19-17

PART II:	<b>VETERA</b>	ANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM	19-19
		Program Overview	
	19-II.B.	Referrals [FR Notice 8/13/24 and HUD-VASH Qs and As]	19-20
		HCV Program Eligibility [FR Notice 9/27/21]	
		Social Security Numbers	
		Proof of Age	19-21
		Photo Identification	
		Income Eligibility [FR Notice 8/13/24]	
		Minimum Rent [FR Notice 8/13/24]	
		Screening [FR Notice 8/13/24]	
		Denial of Assistance [Notice PIH 2008-37]	19-23
	19-II.D.	Changes in Family Composition	
		Adding Family Members [FR Notice 9/27/21]	
		Remaining Family Members [HUD-VASH Qs and As]	
		Family Break Up [HUD-VASH Qs and As]	
	19-II.E.	Leasing [FR Notice 8/13/24]	
		Waiting List	
		Exception Payment Standards [FR Notice 8/13/24]	
		Voucher Issuance [FR Notice 8/13/24]	
		Special Housing Types [FR Notice 8/13/24	
		Initial Lease Term [FR Notice 8/13/24]	
		Ineligible Housing [FR Notice 8/13/24]	
		Pre-Inspections [FR Notice 8/13/24]	
	19-II.F.	Portability [FR Notice 9/27/21 and Notice PIH 2011-53]	
		General Requirements	
		Portability within the Initial VAMC or DSP's Catchment Area	a19-26
		Portability Outside of the Initial VAMC	
		or DSP's Catchment Area	19-26
		Portability Outside of the Initial VAMC	
		or DSP's Catchment Area under VAWA	19-27
	19-II.G.	Termination of Assistance [FR Notice 9/27/21]	19-27
		Cessation of Case Management	19-27
		Serious Violation of the Lease	19-28
		VAWA [FR Notice 9/27/21]	19-28
	19-II.H.	Project-Basing VASH Vouchers	19-28
		General Requirements	
		[Notice PIH 2017-21 and FR Notice 8/13/24]	19-30
		Ineligible Units	
		Termination of Assistance	19-29
		Moves	19-30
		Wrong-Sized or Accessible Units	19-30
		Contract Terminations	
		Rents	19-31
		Removing Units from the HAP Contract for	
		Ineligible Families	19-31

Zero HAP Families	19-31
Proposal/Project Selection	
Failure to Participate in Case Management [FR Notice 8/13	
Move [HUD-VASH Qs and As FMR Notice 8/13/24]	
PART III: MAINSTREAM VOUCHER PROGRAM	19-35
19-III.A. Program Overview [Notice PIH 2020-01 and Notice	
PIH 2024-30]	19-35
19-III.B. Eligible Population [Notice PIH 2020-01 and	
Notice PIH 2020-22]	19-35
19-III.C. Partnership And Supportive Services [Notice PIH 2020-01]	19-36
19-III.D. Waiting List Administration [Notice PIH 2024-30]	
19-III.E. Preferences [Notice PIH 2024-30]	19-37
19-III.F. Voucher Issuance	19-38
Initial Search Terms [Notice PIH 2024-30]	19-38
Voucher Extension [Notice PIH 2024-30]	19-38
19-III.G. Portability [Notice PIH 2020-01 and Mainstream Voucher	
Basics Webinar, 10/15/20]	19-39
19-III.H. Project-Basing Mainstream Vouchers [FY19 Mainstream	
Voucher NOFA Q&A]	19-40
PART IV: NON-ELDERLY DISABLED (NED) VOUCHERS	19-41
19-IV.A. Program Overview [Notice PIH 2013-19]	19-41
19-IV.B. Eligible Population	19-42
General Requirements [Notice PIH 2013-19]	19-42
NED Category 2 [Notice PIH 2013-19	
and NED Category 2 FAQs]	19-42
19-IV.C. Waiting List	
General Requirements [Notice PIH 2013-19]	19-43
NED Category 2 Referrals [NED Category 2 FAQs]	19-43
Reissuance of Turnover Vouchers [Notice PIH 2013-19]	19-43
19I-V.D. Lease Up [Notice PIH 2013-19]	19-44
Briefings	19-44
Voucher Term	19-44
Special Housing Types [Notice PIH 2013-19	
and NED Category 2 FAQs]	
19-IV.E. Portability [NED Category 2 FAQs]	19-45