

PHA ANNUAL PLAN 2026

(DRAFT)

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Streamlined Annual PHA Plan (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** – A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** – A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** – A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.														
A.1	<p>PHA Name: <u>HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE</u> PHA Code: <u>FL010</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>29</u> Number of Housing Choice Vouchers (HCVs) <u>3376</u></p> <p>Total Combined <u>3405</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> <p>How the public can access this PHA Plan: Robert P. Kelley Building 500 W. Sunrise Blvd., Ft. Lauderdale, FL 33311 Sailboat Bend II 437 SW 4 Avenue, Ft. Lauderdale, FL 33315 The plan will also be posted on the HACFL website: www.hacfl.com</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
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		PH	HCV												
B.	Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).														
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last 5-Year PHA Plan submission?</p>														

	<p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Choice Neighborhoods Grants.</p> <p><input type="checkbox"/> <input type="checkbox"/> Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Program under Section 32, 9 or 8(Y)</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Goals: Manage the HACFL's Existing housing stock in an efficient and effective manner and seek to expand the stock of Affordable Housing in Fort Lauderdale and Broward County. Objectives: • Apply for additional rental vouchers • Continue conducting outreach efforts to potential voucher landlords • Convert public housing to vouchers • Continue acquiring and/or building units or developments for affordable rental housing • Work closely with the City (HOME) and County (SHIP) funds to promote homeownership at reduced costs • Work closely with the City of Fort Lauderdale and the Housing Finance Agency to develop vacant parcels for affordable family rentals. We will continue to use LIHTC to assist in financing new affordable housing development • Maintain high performer status on SEMAP (score of 97% for 2023) • Promote self-sufficiency of assisted households (162 clients currently enrolled in the FSS program) • Undertake affirmative measures to ensure equal opportunity in housing</p>
<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>The most recent HUD-approved 5-Year Action Plan in EPIC was approved on 04/14/2025</p>

B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
	<p>Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>
B.1	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Choice Neighborhoods Grants.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Program under Section 32, 9 or 8(Y)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>Under the recent changes of Section 18, HACFL is repurposing the remaining \$2.6M of public housing capital to a future development opportunity.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
B.2	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>HACFL's has implemented various activities listed within the agency's 5 year action plan where it was approved on 2024.</p>
C	<p>Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.2	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low- income, very low- income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 2.67 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Form identification: *FL010-HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE Form HUD-50075-SM (Form ID - 5762) printed by Michelle Cardoso in HUD Secure Systems/Public Housing Portal at 08/20/2025 01:30PM EST*

Attachment
HACFL Administrative Plan – 2025 - Revisions

The Administrative Plan for Section 8 has been revised and has been formatted to match the format of Nan McKay's Administrative Plan. Formatting the HACFL's Administrative Plan to that of Nan McKay will make future updates easier and will ensure that HUD regulations are incorporated into the HACFL's Admin timely and accurately.

Chapter	Suggested New Policy	Current Policy
3-19	<p>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16] Section 327 of Public Law 109-115 and the implementing regulation at 24 CFR 5.612 established restrictions on the eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education. If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance. If, however, a student in these circumstances is determined independent from their parents in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's eligibility. The new law does not apply to students who reside with parents who are applying to receive HCV assistance. It is limited to students who are seeking assistance on their own, separately from their parents.</p> <p>Definitions In determining whether and how the eligibility restrictions apply to a student, the PHA will rely on the following definitions [FR Notice 4/10/06, FR Notice 9/21/16].</p>	<p>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16] Section 327 of Public Law 109-115 and the implementing regulation at 24 CFR 5.612 established new restrictions on the eligibility of certain students (both part- and full-time) who are enrolled in institutions of higher education. If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance. If, however, a student in these circumstances is determined independent from their parents in accordance with PHA policy, the income of the student's parents will not be considered in determining the student's eligibility. The new law does not apply to students who reside with parents who are applying to receive HCV assistance. It is limited to students who are seeking assistance on their own, separately from their parents.</p> <p>Definitions In determining whether and how the new eligibility restrictions apply to a student, the PHA will rely on the following definitions [FR Notice 4/10/06, FR Notice 9/21/16].</p>
4-8	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.</p> <p>Purging the Waiting List The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].</p> <p><u>HACFL Policy</u> The waiting list will be updated biennially to ensure that all applicants and applicant information is current and timely. To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. The family's response must be in writing and must be addressed to the staff person who sent the notification be delivered in person, by email, by mail, or by fax. Responses should be postmarked or received by the HACFL no later than 30 calendar days from the date of the HACFL letter.</p>	<p>4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.</p> <p>Purging the Waiting List The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].</p> <p><u>HACFL Policy</u> The waiting list will be updated biennially to ensure that all applicants and applicant information is current and timely. To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. The family's response must be in writing and must be addressed to the staff person who sent the notification be delivered in person, by email, by mail, or by fax. Responses should be postmarked or received by the HACFL no later than 15 business days from the date of the HACFL letter. If the family fails to respond within 15 business days, the</p>

	<p>If the family fails to respond within 30 calendar days, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 30 calendar days to respond from the date the letter was re-sent.</p> <p>If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.</p>	<p>family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.</p> <p>If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.</p>
4-11	<p>4-III.C. SELECTION METHOD</p> <p>PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].</p> <p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.</p> <p><u>HACFL Policy</u></p> <p>During the eligibility process, all applicants will be given the opportunity to show that they qualify for the preferences described in this chapter. If an applicant makes a false statement in order to qualify for a preference the HACFL will deny admission to the program for the family and they will be removed from the waiting list.</p> <p>Local Preferences:</p> <p>Subject to preference requirements the HACFL will apply these preferences to all pre- applicants who qualify, weighted in descending order with the highest preference provided to Preference 1 and proceed in descending order.</p> <p>Preference 1 - The HACFL will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.</p> <p>Preference 2 - A preference for resident's being displaced due to demolition/disposition and/or redevelopment and/or rehabilitation of the Housing Authority of the City of Fort Lauderdale and/or other Housing Authorities in Broward County public housing units.</p> <p>Preference 3 - A preference for disabled tenants of the HACFL' Project Based Voucher Programs who are required to move out of the Project Based Voucher Unit due to a documented and approved Reasonable Accommodation Request for a person with disabilities.</p> <p>Preference 4 - A preference for <u>66</u> Non-Elderly persons with disabilities who are experiencing</p>	<p>4-III.C. SELECTION METHOD</p> <p>PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].</p> <p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.</p> <p><u>HACFL Policy</u></p> <p>During the eligibility process, all applicants will be given the opportunity to show that they qualify for the preferences described in this chapter. If an applicant makes a false statement in order to qualify for a preference the HACFL will deny admission to the program for the family and they will be removed from the waiting list.</p> <p>Local Preferences:</p> <p>Subject to preference requirements the HACFL will apply these preferences to all pre- applicants who qualify, weighted in descending order with the highest preference provided to Preference 1 and proceed in descending order.</p> <p>Preference 1 - The HACFL will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.</p> <p>Preference 2 - A preference for resident's being displaced due to demolition/disposition and/or redevelopment and/or rehabilitation of the Housing Authority of the City of Fort Lauderdale and/or other Housing Authorities in Broward County public housing units.</p> <p>Preference 3 - A preference for disabled tenants of the HACFL' Project Based Voucher Programs who are required to move out of the Project Based Voucher Unit due to a documented and approved Reasonable Accommodation Request for a person with disabilities.</p> <p>Preference 4 - A preference for <u>66</u> Non-Elderly persons with disabilities who are experiencing</p>

	<p>or have experienced homelessness.</p> <p>Preference 5 - A local preference to serve <u>20</u> families under HIP (Homeless Initiative Partnership Section) in the fight to end homelessness. HIP represents an innovative system of care that provides integrated health and supportive services that meet the needs of vulnerable homeless Broward County at risk families. According to BCHSD (Broward County's Human Services Department) 2018 research approximately 2,318 Broward County residents are part of Broward County's population of homeless families.</p> <p>Preference 6 – VAWA – Under Public Housing, Project Based Subsidy and RAD if a resident has been verified as requiring an Emergency Transfer the HACFL will offer to place the resident in another unit that meets the family's needs. Should a unit not be available, a transfer to a different site will be offered. If the site does not have a unit that meets the family's needs, a HCV may be offered as a last alternative if one is available.</p> <p>Preference 7 – VASH to Homeownership - The HACFL will offer a preference of graduating from VASH Voucher to HCV to any VASH family that has enrolled and successfully purchased a home through the Homeownership Program for the purpose of continued subsidy, should the voucher holder choose to use the option.</p> <p>Preference 8 -A local preference to serve <u>15</u> families under HEART (Housing, Empowerment, Achievement, Recovery & Triumph) Alliance for Sustainable Families. HEART represents an innovative system of care that provides integrated subsidized housing and a supportive services network that advances family stability for 50 at risk families. According to HEART, approximately 414 children are homeless. The majority of these children their siblings, and parents are part of Broward County's population of homeless families.</p> <p>Preference 9. A preference for non-elderly, disabled tenants of Sunnyreach who are displaced by elderly designation of the building and who desire to move from their unit.</p> <p>Preference 10 A preference for currently participating Emergency Housing Voucher (EHV) families with a head of household, spouse, or co-head who is elderly or disabled whose assistance is at risk of termination due to lack of program funding.</p> <p>Preference 11 A preference for currently participating Emergency Housing Voucher (EHV) families whose assistance is at risk of termination due to lack of program funding.</p>	<p>or have experienced homelessness.</p> <p>Preference 5 - A local preference to serve <u>20</u> families under HIP (Homeless Initiative Partnership Section) in the fight to end homelessness. HIP represents an innovative system of care that provides integrated health and supportive services that meet the needs of vulnerable homeless Broward County at risk families. According to BCHSD (Broward County's Human Services Department) 2018 research approximately 2,318 Broward County residents are part of Broward County's population of homeless families.</p> <p>Preference 6 – VAWA – Under Public Housing, Project Based Subsidy and RAD if a resident has been verified as requiring an Emergency Transfer the HACFL will offer to place the resident in another unit that meets the family's needs. Should a unit not be available, a transfer to a different site will be offered. If the site does not have a unit that meets the family's needs, a HCV may be offered as a last alternative if one is available.</p> <p>Preference 7 – VASH to Homeownership - The HACFL will offer a preference of graduating from VASH Voucher to HCV to any VASH family that has enrolled and successfully purchased a home through the Homeownership Program for the purpose of continued subsidy, should the voucher holder choose to use the option.</p> <p>Preference 8 -A local preference to serve <u>15</u> families under HEART (Housing, Empowerment, Achievement, Recovery & Triumph) Alliance for Sustainable Families. HEART represents an innovative system of care that provides integrated subsidized housing and a supportive services network that advances family stability for 50 at risk families. According to HEART, approximately 414 children are homeless. The majority of these children their siblings, and parents are part of Broward County's population of homeless families.</p> <p>Preference 9. A preference for non-elderly, disabled tenants of Sunnyreach who are displaced by elderly designation of the building and who desire to move from their unit.</p>
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5-5	<p>Briefing Packet [24 CFR 982.301(b); New HCV GB, <i>Housing Search and Leasing</i>, p. 7] Documents and information provided in the briefing packet must include the following:</p> <ul style="list-style-type: none"> • The term of the voucher, voucher suspensions, and the PHA’s policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension. • A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family and how the PHA determines total tenant payment for a family. • An explanation of how the PHA determines the maximum allowable rent for an assisted unit. • Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family’s assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family’s assistance. • The HUD-required tenancy addendum, which must be included in the lease. • The form the family must use to request approval of tenancy, and an explanation of how to request approval. • A statement of the PHA policy on providing information about families to prospective owners. • The PHA subsidy standards and when the PHA will consider granting exceptions as allowed by 24 CFR 982.402(b)(8), and when exceptions are required as a reasonable accommodation for persons with disabilities under Section 504, the Fair Housing Act, or the Americans with Disabilities Act (ADA). • Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides (e.g., HUD brochure entitled, “A Good Place to Live”). • Information on federal, state and local equal opportunity laws, the contact information for the Section 504 coordinator, a copy of the housing discrimination complaint form, and information on how to request a reasonable accommodation or modification (including information on requesting exception payment standards as a reasonable accommodation) under Section 504, the Fair Housing Act, or the Americans with Disabilities Act (ADA). • A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration. • Notice that if the family includes a person with disabilities, the PHA is subject to requirements under 24 CFR 8.28(a)(3) to provide a current listing of accessible units known to the PHA, and if necessary, other assistance in locating an available unit. 	<p>Briefing Packet [24 CFR 982.301(b); New HCV GB, <i>Housing Search and Leasing</i>, p. 7] Documents and information provided in the briefing packet must include the following:</p> <ul style="list-style-type: none"> • The term of the voucher, voucher suspensions, and the PHA’s policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension. • A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family, how the PHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule. • An explanation of how the PHA determines the maximum allowable rent for an assisted unit. • Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family’s assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family’s assistance. • The HUD-required tenancy addendum, which must be included in the lease. • The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy. • A statement of the PHA policy on providing information about families to prospective owners. • The PHA subsidy standards including when and how exceptions are made. • Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides (e.g., HUD brochure entitled, “A Good Place to Live”). • Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form, including information on how to complete the form and file a fair housing complaint. • A website listing landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration. • Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA. • The family obligations under the program, including any obligations of a welfare-to-work family, and any obligations of other special programs if the family is participating in one of those programs. • The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act. • PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
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5-11	<p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</p> <p>For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.</p> <p>The following requirements apply when the PHA determines family unit size:</p> <ul style="list-style-type: none"> • The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. • The subsidy standards must be consistent with space requirements under the housing quality standards. • The subsidy standards must be applied consistently for all families of like size and composition. • A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size. • A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family. • Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size; <p>Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p style="padding-left: 40px;">The HACFL will not include caregiver's and/or live-in aides' families in its determination of bedroom size.</p> <p style="padding-left: 40px;">Live-in aides will be allocated a separate bedroom.</p> <p style="padding-left: 40px;">Single person families will be allocated one bedroom.</p>	<p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</p> <p>For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.</p> <p>The following requirements apply when the PHA determines family unit size:</p> <ul style="list-style-type: none"> • The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. • The subsidy standards must be consistent with space requirements under the housing quality standards. • The subsidy standards must be applied consistently for all families of like size and composition. • A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size. • A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family. • Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size; <p>Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p style="padding-left: 40px;">Adults of the opposite sex (other than spouses) will be allocated separate bedrooms.</p> <p style="padding-left: 40px;">The HACFL will not include caregiver's and/or live-in aides' families in its determination of bedroom size.</p> <p style="padding-left: 40px;">Live-in aides will be allocated a separate bedroom.</p> <p style="padding-left: 40px;">Single person families will be allocated one bedroom.</p>
5-13	<p>5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS</p> <p>In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:</p> <ul style="list-style-type: none"> • A need for an additional bedroom for medical equipment • A need for a separate bedroom for reasons related to a family member's disability, medical or health condition <p>For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].</p> <p><u>HACFL Policy</u></p> <p>Exception requests will be limited to those who are disabled and need the exception as a reasonable accommodation.</p>	<p>5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS</p> <p>In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:</p> <ul style="list-style-type: none"> • A need for an additional bedroom for medical equipment • A need for a separate bedroom for reasons related to a family member's disability, medical or health condition <p>For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].</p> <p><u>HACFL Policy</u></p>

	<p>The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.</p> <p>The HACFL will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.</p>	<p>The HACFL will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.</p> <p>The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related need for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.</p> <p>The HACFL will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.</p>
5-14	<p>5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]</p> <p>When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.</p> <p>The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646]</p> <p>A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].</p> <p><u>HACFL Policy</u></p> <p>Vouchers will be issued to eligible applicants immediately following the mandatory briefing. HACFL will utilize RentCafe' when possible to issue vouchers to eligible families as both applicants and participants.</p> <p>The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].</p> <p><u>HACFL Policy</u></p> <p>Prior to issuing any vouchers, the HACFL will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.</p> <p>If the HACFL determines that there is insufficient funding after a voucher has been issued, the HACFL may rescind the voucher and place the affected family back on the waiting list.</p>	<p>5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]</p> <p>When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.</p> <p>The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646]</p> <p>A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].</p> <p><u>HACFL Policy</u></p> <p>Vouchers will be issued to eligible applicants immediately following the mandatory briefing.</p> <p>The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].</p> <p><u>HACFL Policy</u></p> <p>Prior to issuing any vouchers, the HACFL will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.</p> <p>If the HACFL determines that there is insufficient funding after a voucher has been issued, the HACFL may rescind the voucher and place the affected family back on the waiting list.</p>

<p>5-II.E. VOUCHER TERM AND EXTENSIONS Voucher Term [24 CFR 982.303] The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].</p> <p><u>HACFL Policy</u> The initial voucher term will be 120 calendar days.</p> <p>The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension prior to the expiration of the voucher as a reasonable accommodation for a person with disabilities.</p> <p>The initial portability voucher will be issued at 120 days.</p> <p>The portable voucher will remain at 120 days until the family is housed should the family decide to cancel their port request and remain in their initial jurisdiction.</p> <p>Extensions of Voucher Term [24 CFR 982.303(b)] The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54]. PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose. The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].</p> <p><u>HACFL Policy</u> The HACFL will approve one additional extension to a maximum of 150 days only in the following circumstances:</p> <p>It is necessary as a reasonable accommodation for a person with disabilities. (Families with a reasonable accommodation may be approved for voucher extensions up to but not exceeding 365 calendar days. Extensions exceeding calendar 365 days will require written HUD approval.)</p> <p>It is necessary due to reasons beyond the family's control, as determined by the HACFL. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <p>Serious illness or death in the family</p> <p>Difficulty in locating a handicapped accessible unit.</p> <p>A person's disability is directly related to their inability to search and/or find an eligible unit.</p> <p>Whether the family has already submitted timely requests for tenancy approval that were not approved by the HACFL due prospective landlord's inability to participate in the program.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances above applies.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The HACFL will require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACFL <u>prior to the expiration date of the voucher (or extended term of the</u></p>	<p>5-II.E. VOUCHER TERM AND EXTENSIONS Voucher Term [24 CFR 982.303] The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].</p> <p><u>HACFL Policy</u> The initial voucher term will be 90 calendar days.</p> <p>The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period unless the PHA grants an extension prior to the expiration of the voucher as a reasonable accommodation for a person with disabilities.</p> <p>The initial portability voucher will be issued at 120 days.</p> <p>The portable voucher will remain at 120 days until the family is housed should the family decide to cancel their port request and remain in their initial jurisdiction.</p> <p>Extensions of Voucher Term [24 CFR 982.303(b)] The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54]. PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose. The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].</p> <p><u>HACFL Policy</u> The HACFL will approve additional extensions as follows:</p> <p>Voucher issuances will be made at 90 days with an automatic approval of 30 days when requested in writing by the applicant/participant.</p> <p>When necessary, as a reasonable accommodation for a person with disabilities. (Families with a reasonable accommodation may be approved for voucher extensions up to but not exceeding 180 calendar days. Extensions exceeding 180 calendar days will require written HUD approval.) Families whose household have elderly or disabled statuses but do not have a Reasonable Accommodation will fall under this extension policy.</p> <p>It is necessary due to reasons beyond the family's control, as determined by the HACFL. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <p>Serious illness or death in the family</p> <p>Difficulty in locating a handicapped accessible unit.</p> <p>A person's disability is directly related to their inability to search and/or find an eligible unit.</p> <p>Whether the family has already submitted timely requests for tenancy approval that were not approved by the HACFL due prospective landlord's inability to</p>
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	<p><u>voucher</u>.</p> <p>The HACFL will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.</p>	<p>participate in the program.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances above applies.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The HACFL will require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACFL <u>prior to the expiration date of the voucher (or extended term of the voucher)</u>.</p> <p>The HACFL will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.</p>
6-23	<p>Social Security Benefits [Notice PIH 2023-27]</p> <p>The PHA is required to use the gross benefit amount to calculate annual income from Social Security benefits.</p> <p>Annually in October, the Social Security Administration (SSA) announces the cost-of-living adjustment (COLA) by which federal Social Security and SSI benefits are adjusted to reflect the increase, if any, in the cost of living. The federal COLA does not apply to state-paid disability benefits. Effective the day after the SSA has announced the COLA, PHAs are required to factor in the COLA when determining Social Security and SSI annual income for all annual reexaminations and interim reexaminations of family income that have no6-23t yet been completed and will be effective January 1 or later of the upcoming year [Notice PIH 2023-27].</p> <p>PHA Policy</p> <p>Annual income includes “all amounts received,” not the amount that a family may be legally entitled to receive but which they do not receive. When the SSA overpays an individual, resulting in a withholding or deduction from their benefit amount until the overpayment is paid in full, the HACFL will use the reduced benefit amount after deducting only the amount of the overpayment withholding from the gross benefit amount. If a family’s social security income is <i>garnished for any reason</i>, the HACFL will use the gross amount before garnishment in order to calculate the family’s income.</p>	<p>Social Security Benefits [Notice PIH 2023-27]</p> <p>The PHA is required to use the gross benefit amount to calculate annual income from Social Security benefits.</p> <p>Annually in October, the Social Security Administration (SSA) announces the cost-of-living adjustment (COLA) by which federal Social Security and SSI benefits are adjusted to reflect the increase, if any, in the cost of living. The federal COLA does not apply to state-paid disability benefits. Effective the day after the SSA has announced the COLA, PHAs are required to factor in the COLA when determining Social Security and SSI annual income for all annual reexaminations and interim reexaminations of family income that have no6-23t yet been completed and will be effective January 1 or later of the upcoming year [Notice PIH 2023-27].</p> <p>PHA Policy</p> <p>Annual income includes “all amounts received,” not the amount that a family may be legally entitled to receive but which they do not receive. When the SSA overpays an individual, resulting in a withholding or deduction from their benefit amount until the overpayment is paid in full, the HACFL will use the reduced benefit amount after deducting only the amount of the overpayment withholding from the gross benefit amount. Further, if a family’s social security income is garnished for any reason, the HACFL will use the net amount after the garnishment in order to calculate the family’s income.</p>
6-33	<p>PART II: ASSETS</p> <p>6-II.A. OVERVIEW</p> <p>Annual income includes all actual anticipated income from assets (unless otherwise excluded by the regulations) even if the asset itself is excluded from net family assets [Notice PIH 2023-27].</p> <p>The regulation at 24 CFR 5.603(b)(3) provides a list of items that are excluded from the calculation of net family assets. Note, unlike previous versions of the regulations, the current regulations do not list types of assets that are included in annual income. Instead, HUD relies on the definition of items excluded from assets to provide the scope of what is included. Exhibit 6-2 provides the regulatory definition of <i>net family assets</i>.</p> <p>Optional policies for family self-certification of assets are found in Chapter 7. Policies related to the asset limitation may be found in Chapters 3 and 12.</p>	<p>PART II: ASSETS</p> <p>6-II.A. OVERVIEW</p> <p>Annual income includes all actual anticipated income from assets (unless otherwise excluded by the regulations) even if the asset itself is excluded from net family assets [Notice PIH 2023-27].</p> <p>The regulation at 24 CFR 5.603(b)(3) provides a list of items that are excluded from the calculation of net family assets. Note, unlike previous version of the regulations, the current regulations do not list types of assets that are included in annual income. Instead, HUD relies on the definition of items excluded from assets to provide the scope of what is included. Exhibit 6-2 provides the regulatory definition of <i>net family assets</i>.</p> <p>Optional policies for family self-certification of assets are found in Chapter 7. Policies related to the asset limitation may be found in Chapter 3.</p>
6-38	<p><i>Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds [24 CFR 5.603(b)(1)]</i></p> <p>HUD considers financial investments such as stocks and bonds non-</p>	<p><i>Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds [24 CFR 5.603(b)(1)]</i></p> <p>HUD considers financial investments such as stocks and bonds non-</p>

	<p>necessary items of personal property. Whether non-necessary personal property is counted toward net family assets depends on the combined value of all of the family's assets.</p> <ul style="list-style-type: none"> When the combined value of net family assets is greater than the HUD-published threshold amount, which is adjusted annually and listed in HUD's Inflation Adjusted Values tables (\$50,000 for 2024, and \$51,600 for 2025), financial investments such as stocks and bonds are considered part of net family assets. In this case, the value of the family's financial investments such as stocks and bonds would be counted toward net family assets. When the combined value of all non-necessary personal property does not exceed the HUD-published threshold amount, all non-necessary personal property is excluded from net family assets. In this case, the value of the family's financial investments such as stocks and bonds would not be considered when calculating net family assets. 	<p>necessary items of personal property. Whether on-necessary personal property is counted toward net family assets depends on the combined value of all of the family's assets.</p> <ul style="list-style-type: none"> When the combined value of net family assets is greater than \$50,000, as adjusted by inflation, financial investments such as stocks and bonds are considered part of net family assets. In this case, the value of the family's checking and/or savings accounts would be counted toward net family assets. When the combined value of all non-necessary personal property does not exceed \$50,000, as adjusted by inflation, all non-necessary personal property is excluded from net family assets. In this case, the value of the family's financial investments such as stocks and bonds would not be considered when calculating net family assets.
6-66	<p>6-IV.C. APPLYING PAYMENT STANDARDS [24 CFR 982.505; 982.503(b)]</p> <p>Changes in Payment Standards</p> <p>When the PHA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations regardless if the payment standards are based on Small Area Fair Market Rents (SAFMR's) or Metropolitan Fair Market Rents (MFMR's).</p> <p>Decreases</p> <p>Applying Decreases in the Payment Standard</p> <p>For new HAP contracts, the PHA applies the payment standard in effect at the time of HAP contract execution.</p> <p>When the PHA's payment standard decreases while the family continues to reside in the unit for which the family is receiving assistance, the PHA has three options:</p> <p><i>Hold harmless:</i> The PHA may choose not to reduce the payment standard amount used to calculate the subsidy for a family for as long as the family continues to reside in the unit for which the family is receiving assistance.</p> <p><i>Gradual reduction:</i> Upon proper notification (as described below) to the family, the PHA may gradually reduce the payment standard amount used to calculate the family's subsidy, phasing in the reduction. The initial reduction in payment standard cannot take place earlier than two years following the effective date of the decrease in the payment standard.</p> <p>Two years after effective date: Upon proper notification to the family, the PHA may choose to reduce the payment standard amount used to calculate such a family's subsidy no earlier than two years following the effective date of the decrease in the payment standard.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will apply payment standard decreases effective two years after the effective date.</p> <p>The HACFL will provide the family with at least 12 months' written notice of any reduction in the payment standard amount that will affect the family if the family remains in place.</p> <p>Additionally the notice will state the new payment standard amount, explain that the family's new payment standard amount will be the greater of the amount listed or the new amount (if any) on the HACFL's payment standard schedule at the end of the 12-month period, and make clear that the HACFL's payment standard schedule can be viewed at www.hacfl.com or upon request.</p>	<p>Changes in Payment Standards</p> <p>When the PHA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations regardless of if the payment standards are based on Small Area Fair Market Rents (SAFMR's) or Metropolitan Fair Market Rents (MFMR's).</p> <p>Decreases</p> <p>If the amount on the payment standard schedule is decreased during the term of the HAP contract, the lower payment standard generally will be used beginning at the effective date of the family's second regular reexamination following the effective date of the decrease in the payment standard. The PHA will determine the payment standard for the family as follows:</p> <p>Step 1: At the first regular reexamination following the decrease in the payment standard, the PHA will determine the payment standard for the family using the lower of the payment standard for the family unit size or the size of the dwelling unit rented by the family.</p> <p>Step 2: The PHA will compare the payment standard from step 1 to the payment standard last used to calculate the monthly housing assistance payment for the family. The payment standard used by the PHA at the first regular reexamination following the decrease in the payment standard will be the higher of these two payment standards. The PHA will advise the family that the application of the lower payment standard will be deferred until the second regular reexamination following the effective date of the decrease in the payment standard.</p> <p>Step 3: At the second regular reexamination following the decrease in the payment standard, the lower payment standard will be used to calculate the monthly housing assistance payment for the family unless the PHA has subsequently increased the payment standard, in which case the payment standard will be determined in accordance with procedures for increases in payment standards described below.</p> <p>Increases</p> <p>If the payment standard is increased during the term of the HAP contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family beginning on the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard.</p> <p>Families requiring or requesting interim reexaminations will not have their HAP payments calculated using the higher payment standard until their next annual reexamination [HCV GB, p. 7-8].</p>

	<p><i>Increases</i></p> <p>Applying Increases in the Payment Standard</p> <p>For new HAP contracts, the PHA applies the payment standard in effect at the time of HAP contract execution.</p> <p>For existing HAP contracts, when the PHA's payment standard increases, the PHA must use the increased payment standard amount to calculate the monthly housing assistance payment for each program participant beginning no later than the earliest of:</p> <ul style="list-style-type: none"> • <i>Change in Gross Rent/Family Share:</i> The effective date of an increase in the gross rent that would result in an increase in the family share; • <i>Interim or annual reexamination:</i> The family's first regular or interim reexamination; or • <i>One year after effective date:</i> One year following the effective date of the increase in the payment standard amount <p>The PHA may apply a payment standard increase at any earlier date, so long as that policy is included in the PHA Administrative Plan, and the policy is applied consistently to all families.⁶⁶</p> <p>If the family unit size either increases or decreases during the HAP contract term, the new family unit size may be used to determine the payment standard amount for the family immediately but no later than the family's first regular reexamination following the change in family unit size.</p> <p><u>HACFL Policy</u></p> <p>HACFL will use the increased payment standard amount to calculate the monthly HAP for each program participant beginning no later than the earliest of:</p> <ul style="list-style-type: none"> • <i>Change in Gross Rent/Family Share:</i> The effective date of an increase in the gross rent that would result in an increase in the family share; • <i>Interim or annual reexamination:</i> The family's first regular or interim reexamination; or • <i>One year after effective date:</i> One year following the effective date of the increase in the payment standard amount. 	
7-1	<p>PART I: GENERAL VERIFICATION REQUIREMENTS</p> <p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516; 982.551; 24 CFR 5.230; and Notice PIH 2023-27]</p> <p>Consent Forms</p> <p>The family must supply any information that the PHA or HUD determines is necessary to the administration of the program and must consent to PHA verification of that information [24 CFR 982.551]. All adult family members must sign consent forms as needed to collect information relevant to the family's eligibility and level of assistance. While PHAs must use form HUD-9886-A, this form does not release all the information necessary to the administration of the program. The PHA must also develop its own release forms to cover all other necessary information.</p> <p>Form HUD-9886-A [24 CFR 5.230(b)(1), b(2), (c)(4), and (c)(5)]</p> <p>All adult applicants and participants sign form HUD-9886-A, Authorization for Release of Information. All adult family members (and the head and spouse/cohead, regardless of age) are required to sign the Form HUD-9886-A at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886-A at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886-A be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886-A at their next interim or annual reexamination. This form will</p>	<p>PART I: GENERAL VERIFICATION REQUIREMENTS</p> <p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516; 982.551; 24 CFR 5.230; and Notice PIH 2023-27]</p> <p>Consent Forms</p> <p>The family must supply any information that the PHA or HUD determines is necessary to the administration of the program and must consent to PHA verification of that information [24 CFR 982.551]. All adult family members must sign consent forms as needed to collect information relevant to the family's eligibility and level of assistance. While PHAs must use form HUD-9886, this form does not release all the information necessary to the administration of the program. The PHA must also develop its own release forms to cover all other necessary information.</p> <p>Form HUD-9886 [24 CFR 5.230(b)(1), b(2), (c)(4), and (c)(5)]</p> <p>All adult applicants and participants sign form HUD-9886, Authorization for Release of Information. All adult family members (and the head and spouse/cohead, regardless of age) are required to sign the Form HUD-9886 at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886 at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886 be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886 at their next interim or annual reexamination. This form will only</p>

	<p>only be signed once. Another Form HUD-9886-A will not be submitted to the PHA except under the following circumstances:</p> <ul style="list-style-type: none"> • When any person 18 years or older becomes a member of the family; • When a current member of the family turns 18; or <p>As required by HUD or the PHA in administrative instructions. The PHA has the discretion to establish policies around when family members must sign consent forms when they turn 18. PHAs must establish these policies stating when family members will be required to sign consent forms at intervals other than at reexamination.</p> <p><u>PHA Policy</u></p> <p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886-A at the family's next annual or interim reexamination, whichever is earlier.</p> <p>The purpose of form HUD-9886-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).</p> <p>The PHA may obtain any financial record from any financial institution, as the terms financial record and financial institution are defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the PHA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].</p> <p>The executed form will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the PHA to revoke consent.</p>	<p>be signed once. Another Form HUD-9886 will not be submitted to the PHA except under the following circumstances:</p> <ul style="list-style-type: none"> • When any person 18 years or older becomes a member of the family; • When a current member of the family turns 18; or <p>As required by HUD or the PHA in administrative instructions. The PHA has the discretion to establish policies around when family members must sign consent forms when they turn 18. PHAs must establish these policies stating when family members will be required to sign consent forms at intervals other than at reexamination.</p> <p><u>PHA Policy</u></p> <p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886 at the family's next annual or interim reexamination, whichever is earlier.</p> <p>The purpose of form HUD-9886 is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).</p> <p>The PHA may obtain any financial record from any financial institution, as the terms financial record and financial institution are defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the PHA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].</p> <p>The executed form will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the PHA to revoke consent.</p>
7-12	<p><i>New Hires Report [Notice PIH 2023-27]</i></p> <p>The New Hires Report identifies participants families who have new employment within the last six months. The report is updated monthly. PHAs must review this information at annual reexamination except when the PHA uses Safe Harbor verification from another means-tested federal assistance program to determine the family's income. PHAs that do not require families to undergo interim reexaminations for earned income increases after an interim decrease are not required to review this report between a family's annual reexamination. If the PHA requires an interim for increases in earned income after an interim decrease, then the PHA must review the report quarterly after the family's interim decrease.</p> <p><u>PHA Policy</u></p> <p>In accordance with HACFL policies in Chapter 11, the HACFL does process interim reexaminations for families who have increases in earned income after an interim decrease, as such the HACFL will review the New Hires Report at least quarterly after the family's interim decrease.</p>	<p><i>New Hires Report [Notice PIH 2023-27]</i></p> <p>The New Hires Report identifies participants families who have new employment within the last six months. The report is updated monthly. PHAs must review this information at annual reexamination except when the PHA uses Safe Harbor verification from another means-tested federal assistance program to determine the family's income. PHAs that do not require families to undergo interim reexaminations for earned income increases after an interim decrease are not required to review this report between a family's annual reexamination. If the PHA requires an interim for increases in earned income after an interim decrease, then the PHA must review the report quarterly after the family's interim decrease.</p> <p><u>PHA Policy</u></p> <p>In accordance with HACFL policies in Chapter 11, the HACFL does not process interim reexaminations for families who have increases in earned income. Except for instances in which the HACFL uses Safe Harbor income determinations to determine a family's annual income, the HACFL will only review the New Hires Report at annual reexamination.</p>
8-14	<p>8-II.D. SPECIAL OR INTERIM INSPECTIONS [24 CFR 982.405(g)]</p> <p>If a participant family or government official reports a life-threatening condition which the owner would be required to repair within 24 hours, the PHA must inspect the unit within 24 hours of notification. If the reported condition is not life-threatening, the PHA must inspect the unit within 15 days of notification.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will conduct a special inspection if the owner, family, or another source reports NSPIRE violations in</p>	<p>8-II.D. SPECIAL OR INTERIM INSPECTIONS [24 CFR 982.405(g)]</p> <p>If a participant family or government official reports a life-threatening condition which the owner would be required to repair within 24 hours, the PHA must inspect the unit within 24 hours of notification. If the reported condition is not life-threatening, the PHA must inspect the unit within 15 days of notification.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will conduct a special inspection if the owner, family, or another source reports HQS violations in the</p>

	<p>the unit.</p> <p>During a special inspection, the HACFL generally will inspect only those deficiencies that were reported. However, the inspector will record any additional deficiencies that are observed and will require the responsible party to make the necessary repairs.</p> <p>If the biennial inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled the HACFL may elect to conduct a full biennial inspection.</p>	<p>unit.</p> <p>During a special inspection, the HACFL generally will inspect only those deficiencies that were reported. However, the inspector will record any additional deficiencies that are observed and will require the responsible party to make the necessary repairs.</p> <p>If the biennial inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled the HACFL may elect to conduct a full biennial inspection.</p>
8-15	<p>8-II.F. INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT</p> <p>Correction Timeframes</p> <p>Each deficiency is identified in the NPSIRE standards as either life-threatening, severe, moderate, or low.</p> <p>For units under HAP contract, life-threatening deficiencies must be corrected within 24 hours after notice has been provided. All other non-life-threatening deficiencies (severe and moderate) must be corrected within 30 days (or a PHA-approved extension) after notice has been provided. If low deficiencies are present in a unit, these deficiencies result in a pass and would only be noted by the inspector for informational purposes.</p> <p>Notification of Corrective Actions</p> <p>The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies deficiencies, the PHA will determine (1) whether or not the failure is a life-threatening condition and (2) whether the family or owner is responsible.</p> <p><u>HACFL Policy</u></p> <p>When life life-threatening deficiencies are identified, the HACFL will immediately notify both parties by telephone and/or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the HACFL's notice.</p> <p>When failures that are severe or moderate are identified, the HACFL will make available the failure notice within five (5) business days of the inspection via U.S. mail, electronic mail or via the HACFL's website to the owner and the family</p> <p>The notice will specify who is responsible for correcting the violation, and the time frame within which the failure(s) must be corrected. Generally, not more than 30 days will be allowed for the correction. If low deficiencies are identified, these deficiencies will only be noted for informational purposes.</p> <p>The notice of inspection results will inform the owner that if life threatening conditions are not corrected within 24 hours, and non-life-threatening conditions are not corrected within the specified time frame (or any HACFL-approved extension), the owner's HAP will be abated in accordance with HACFL policy (see 8-II.G.).</p> <p>Likewise, in the case of family caused deficiencies, the notice will inform the family that if corrections are not made within the specified time frame (or any HACFL-approved extension, if applicable) the family's assistance will be terminated in accordance with HACFL policy (see Chapter 12).</p> <p>Extensions</p> <p>For life-threatening deficiencies, the PHA cannot grant an extension to the 24-hour corrective action period. For conditions that are severe or</p>	<p>8-II.F. INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT</p> <p>Correction Timeframes</p> <p>Each deficiency is identified in the NPSIRE standards as either life-threatening, severe, moderate, or low.</p> <p>For units under HAP contract, life-threatening deficiencies must be corrected within 24 hours after notice has been provided. All other non-life-threatening deficiencies (severe and moderate) must be corrected within 30 days (or a PHA-approved extension) after notice has been provided. If low deficiencies are present in a unit, these deficiencies result in a pass and would only be noted by the inspector for informational purposes.</p> <p>Notification of Corrective Actions</p> <p>The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies deficiencies, the PHA will determine (1) whether or not the failure is a life-threatening condition and (2) whether the family or owner is responsible.</p> <p><u>HACFL Policy</u></p> <p>When life life-threatening deficiencies are identified, the HACFL will immediately notify both parties by telephone and/or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the HACFL's notice.</p> <p>When failures that are severe or moderate are identified, the HACFL will make available the failure notice within five (5) business days of the inspection via U.S. mail, electronic mail or via the HACFL's website to the owner and the family</p> <p>The notice will specify who is responsible for correcting the violation, and the time frame within which the failure(s) must be corrected. Generally, not more than 30 days will be allowed for the correction. If low deficiencies are identified, these deficiencies will only be noted for informational purposes.</p> <p>The notice of inspection results will inform the owner that if life threatening conditions are not corrected within 24 hours, and non-life-threatening conditions are not corrected within the specified time frame (or any HACFL-approved extension), the owner's HAP will be abated in accordance with HACFL policy (see 8-II.G.).</p> <p>Likewise, in the case of family caused deficiencies, the notice will inform the family that if corrections are not made within the specified time frame (or any HACFL-approved extension, if applicable) the family's assistance will be terminated in accordance with HACFL policy (see Chapter 12).</p> <p>Extensions</p> <p>For life-threatening deficiencies, the PHA cannot grant an extension to the 24-hour corrective action period. For conditions that are severe or</p>

	<p>moderate, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate.</p> <p><u>HACFL Policy</u></p> <p>Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:</p> <p>A repair cannot be completed because required parts or services are not available.</p> <p>A repair cannot be completed because of weather conditions.</p> <p>A reasonable accommodation is needed because the family includes a person with disabilities.</p> <p>The length of the extension will be determined on a case by case basis, but will not exceed 30 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.</p> <p>Reinspections</p> <p><u>HACFL Policy</u></p> <p>The HACFL will conduct a reinspection immediately following the end of the corrective period, or any HACFL approved extension.</p> <p>The family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the HACFL will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with HACFL policies. If the HACFL is unable to gain entry to the unit in order to conduct the scheduled reinspection, the HACFL will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.</p> <p>The HACFL will not accept self-certification of NSPIRE repairs. Photos or other documentation of repairs will not be accepted in lieu of a reinspection.</p>	<p>moderate, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate.</p> <p><u>HACFL Policy</u></p> <p>Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:</p> <p>A repair cannot be completed because required parts or services are not available.</p> <p>A repair cannot be completed because of weather conditions.</p> <p>A reasonable accommodation is needed because the family includes a person with disabilities.</p> <p>The length of the extension will be determined on a case by case basis, but will not exceed 30 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.</p> <p>Reinspections</p> <p><u>HACFL Policy</u></p> <p>The HACFL will conduct a reinspection immediately following the end of the corrective period, or any HACFL approved extension.</p> <p>The family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the HACFL will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with HACFL policies. If the HACFL is unable to gain entry to the unit in order to conduct the scheduled reinspection, the HACFL will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.</p> <p>The HACFL will not accept self-certification of HQS repairs. Photos or other documentation of repairs will not be accepted in lieu of a reinspection.</p>
8-22	<p>8-III.D . PHA RENT REASONABLENESS METHODOLOGY</p> <p>How Market Data Is Collected</p> <p><u>HACFL Policy</u></p> <p>The HACFL will collect and maintain data on market rents in the HACFL's jurisdiction. Information sources may include newspapers, realtors, market surveys, inquiries of owners and other available sources but will be obtained mainly through Affordablehousing.com though the HACFL may choose to complement by utilizing other web-site based data base. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will not be utilized.</p>	<p>8-III.D . PHA RENT REASONABLENESS METHODOLOGY</p> <p>How Market Data Is Collected</p> <p><u>HACFL Policy</u></p> <p>The HACFL will collect and maintain data on market rents in the HACFL's jurisdiction. Information sources may include newspapers, realtors, market surveys, inquiries of owners and other available sources but will be obtained mainly through GoSection8.com though the HACFL may choose to complement by utilizing other web-site based data base. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will not be utilized.</p>

	<p>How Rents Are Determined</p> <p><u>HACFL Policy</u></p> <p>The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area as defined at Affordablehousing.com. The HACFL using Affordablehousing.com will be able to utilize a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. Because units may be similar, but not exactly like the unit proposed for HCV assistance, the HACFL may make adjustments to the range of prices to account for any differences.</p> <p>The adjustment must reflect the local market. Not all differences in units require adjustments (e.g., the presence or absence of a garbage disposal may not affect the rent in some market areas).</p> <p>Adjustments may vary by unit type (e.g., a second bathroom may be more valuable in a three-bedroom unit than in a two-bedroom).</p> <p>The adjustment must reflect the rental value of the difference – not its construction costs (e.g., it might cost \$20,000 to put on a new roof, but the new roof might not make any difference in what a tenant would be willing to pay because rents units are presumed to have functioning roofs).</p> <p>When a comparable project offers rent concessions (e.g., first month rent-free, or reduced rent) reported monthly rents will be adjusted accordingly. For example, if a comparable project reports rents of \$500/month but new tenants receive the first month's rent free, the actual rent for the unit would be calculated as follows: \$500 x 11 months = 5500/12 months = actual monthly rent of \$488.</p> <p>The HACFL will notify the owner of the rent the HACFL can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACFL will confirm the accuracy of the information provided and consider this additional information when making rent determinations. The owner must submit any additional information within five business days of the HACFL's request for information or the owner's request to submit information.</p>	<p>How Rents Are Determined</p> <p><u>HACFL Policy</u></p> <p>The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area as defined at gosection8.com. The HACFL using gosection8.com will be able to utilize a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. Because units may be similar, but not exactly like the unit proposed for HCV assistance, the HACFL may make adjustments to the range of prices to account for any differences.</p> <p>The adjustment must reflect the local market. Not all differences in units require adjustments (e.g., the presence or absence of a garbage disposal may not affect the rent in some market areas).</p> <p>Adjustments may vary by unit type (e.g., a second bathroom may be more valuable in a three-bedroom unit than in a two-bedroom).</p> <p>The adjustment must reflect the rental value of the difference – not its construction costs (e.g., it might cost \$20,000 to put on a new roof, but the new roof might not make any difference in what a tenant would be willing to pay because rents units are presumed to have functioning roofs).</p> <p>When a comparable project offers rent concessions (e.g., first month rent-free, or reduced rent) reported monthly rents will be adjusted accordingly. For example, if a comparable project reports rents of \$500/month but new tenants receive the first month's rent free, the actual rent for the unit would be calculated as follows: \$500 x 11 months = 5500/12 months = actual monthly rent of \$488.</p> <p>The HACFL will notify the owner of the rent the HACFL can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACFL will confirm the accuracy of the information provided and consider this additional information when making rent determinations. The owner must submit any additional information within five business days of the HACFL's request for information or the owner's request to submit information.</p>
9-3	<p>9-I.B. REQUESTING TENANCY APPROVAL [Form HUD-52517]</p> <p>After the family is issued a voucher, the family must locate an eligible unit, with an owner or landlord willing to participate in the voucher program. Once a family finds a suitable unit and the owner is willing to lease the unit under the program, the owner and the family must request the PHA to approve the assisted tenancy in the selected unit.</p> <p>The owner and the family must submit two documents to the PHA:</p> <ul style="list-style-type: none"> • Completed Request for Tenancy Approval (RTA) – Form HUD-52517 • Copy of the proposed lease, including the HUD-prescribed Tenancy Addendum – Form HUD-52641-A <p>The Request for Tenancy Approval (RTA) contains important information about the rental unit selected by the family, including the unit address, number of bedrooms, structure type, year constructed, utilities included in the rent, and the requested beginning date of the</p>	<p>9-I.B. REQUESTING TENANCY APPROVAL [Form HUD-52517]</p> <p>After the family is issued a voucher, the family must locate an eligible unit, with an owner or landlord willing to participate in the voucher program. Once a family finds a suitable unit and the owner is willing to lease the unit under the program, the owner and the family must request the PHA to approve the assisted tenancy in the selected unit.</p> <p>The owner and the family must submit two documents to the PHA:</p> <ul style="list-style-type: none"> • Completed Request for Tenancy Approval (RTA) – Form HUD-52517 • Copy of the proposed lease, including the HUD-prescribed Tenancy Addendum – Form HUD-52641-A <p>The Request for Tenancy Approval (RTA) contains important information about the rental unit selected by the family, including the unit address, number of bedrooms, structure type, year constructed, utilities included in the rent, and the requested beginning date of the</p>

<p>lease, necessary for the PHA to determine whether to approve the assisted tenancy in this unit.</p> <p>Owners must certify to the most recent amount of rent charged for the unit and provide an explanation for any difference between the prior rent and the proposed rent.</p> <p>Owners must certify that they are not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has granted a request for reasonable accommodation for a person with disabilities who is a member of the tenant household.</p> <p>For units constructed prior to 1978, owners must either 1) certify that the unit, common areas, and exterior have been found to be free of lead-based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement.</p> <p>Both the RTA and the proposed lease must be submitted no later than the expiration date stated on the voucher. [HCV GB p.8-15].</p> <p><u>HACFL Policy</u></p> <p>HACFL will utilize RentCafe' in coordination with Yardi Voyager to process RTAs; families that are unable to participate in online processing of their RTA will also have the option to provide their RTA has a hardcopy.</p> <p>Whether received online or via hardcopy the RTA must be signed by both the family and the owner. The owner may submit the RTA on behalf of the family.</p> <p>Completed RTA (including the proposed dwelling lease) must be submitted via online utilizing RentCafe' or Yardi Voyager, or as hard copies in-person, by mail, by email, or by fax.</p> <p>The family may not submit, and the HACFL will not process, more than one (1) RTA at a time.</p> <p>When the family submits the RTA the HACFL will review the RTA for completeness.</p>	<p>lease, necessary for the PHA to determine whether to approve the assisted tenancy in this unit.</p> <p>Owners must certify to the most recent amount of rent charged for the unit and provide an explanation for any difference between the prior rent and the proposed rent.</p> <p>Owners must certify that they are not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has granted a request for reasonable accommodation for a person with disabilities who is a member of the tenant household.</p> <p>For units constructed prior to 1978, owners must either 1) certify that the unit, common areas, and exterior have been found to be free of lead-based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement.</p> <p>Both the RTA and the proposed lease must be submitted no later than the expiration date stated on the voucher. [HCV GB p.8-15].</p> <p><u>HACFL Policy</u></p> <p>The RTA must be signed by both the family and the owner. The owner may submit the RTA on behalf of the family.</p> <p>Completed RTA (including the proposed dwelling lease) must be submitted as hard copies, in-person, by mail, by email, or by fax.</p> <p>The family may not submit, and the HACFL will not process, more than one (1) RTA at a time.</p> <p>When the family submits the RTA the HACFL will review the RTA for completeness.</p> <p>If the RTA is incomplete (including lack of signature by family, owner, or both), or if the dwelling lease is not submitted with the RTA, the PHA will notify the family and the owner of the deficiencies.</p> <p>Missing information and/or missing documents will only be accepted as hard copies, in-person, by mail, by email or by fax. The PHA will not accept missing information over the phone.</p> <p>When the family submits the RTA and proposed lease, the PHA will also review the terms of the RTA for consistency with the terms of the proposed lease.</p> <p>If the terms of the RTA are not consistent with the terms of the proposed lease, the PHA will notify the family and the owner of the discrepancies.</p> <p>Corrections to the terms of the RTA and/or the proposed lease will only be accepted as hard copies, in-person, by mail, by email or by fax. The HACFL will not accept corrections by phone.</p> <p>Because of the time sensitive nature of the tenancy approval process, the HACFL will attempt to communicate with the owner and family by phone, fax, or email. The PHA will use mail when the parties cannot be reached by phone, fax, or email.</p>
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	<p>If the RTA is incomplete (including lack of signature by family, owner, or both), or if the dwelling lease is not submitted with the RTA, the PHA will notify the family and the owner of the deficiencies.</p> <p>Missing information and/or missing documents will only be accepted as hard copies, in-person, by mail, by email or by fax. The PHA will not accept missing information over the phone.</p> <p>When the family submits the RTA and proposed lease, the PHA will also review the terms of the RTA for consistency with the terms of the proposed lease.</p> <p>If the terms of the RTA are not consistent with the terms of the proposed lease, the PHA will notify the family and the owner of the discrepancies.</p> <p>Corrections to the terms of the RTA and/or the proposed lease will only be accepted as hard copies, in-person, by mail, by email or by fax. The HACFL will not accept corrections by phone.</p> <p>Because of the time sensitive nature of the tenancy approval process, the HACFL will attempt to communicate with the owner and family by phone, fax, or email. The PHA will use mail when the parties cannot be reached by phone, fax, or email.</p>	
9-11	<p>9-I.F. TENANCY APPROVAL [24 CFR 982.305]</p> <p>After receiving the family's Request for Tenancy Approval (RTA), with proposed dwelling lease, the PHA must promptly notify the family and owner whether the assisted tenancy is approved.</p> <p>Prior to approving the assisted tenancy and execution of a HAP contract, the PHA must ensure that all required actions and determinations, discussed in Part I of this chapter have been completed.</p> <p>These actions include ensuring that the unit is eligible; the unit has been inspected by the PHA and meets NSPIRE standards; the lease offered by the owner is approvable and includes the required Tenancy Addendum; the rent to be charged by the owner for the unit must be reasonable; where the family is initially leasing a unit and the gross rent of the unit exceeds the applicable payment standard for the family, the share of rent to be paid by the family does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]; the owner is an eligible owner, not disapproved by the PHA, with no conflicts of interest [24 CFR 982.306]; the family and the owner have executed the lease, including the Tenancy Addendum, and the lead-based paint disclosure information [24 CFR 982.305(b)].</p> <p><u>HACFL Policy</u></p> <p>The HACFL will complete its determination within 15 business days of receiving all required information.</p> <p>If the terms of the RTA/proposed lease are changed for any reason, including but not limited to negotiation with the HACFL, the HACFL will obtain corrected copies of the RTA and proposed lease, signed by the family and the owner.</p> <p>Corrections to the RTA/proposed lease will only be accepted online via RentCafe' or Yardi Voyager or as hard copies, in- person, by mail, via email if it has been scanned and attached to the email or by fax. The HACFL will not</p>	<p>9-I.F. TENANCY APPROVAL [24 CFR 982.305]</p> <p>After receiving the family's Request for Tenancy Approval (RTA), with proposed dwelling lease, the PHA must promptly notify the family and owner whether the assisted tenancy is approved.</p> <p>Prior to approving the assisted tenancy and execution of a HAP contract, the PHA must ensure that all required actions and determinations, discussed in Part I of this chapter have been completed.</p> <p>These actions include ensuring that the unit is eligible; the unit has been inspected by the PHA and meets NSPIRE standards; the lease offered by the owner is approvable and includes the required Tenancy Addendum; the rent to be charged by the owner for the unit must be reasonable; where the family is initially leasing a unit and the gross rent of the unit exceeds the applicable payment standard for the family, the share of rent to be paid by the family does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]; the owner is an eligible owner, not disapproved by the PHA, with no conflicts of interest [24 CFR 982.306]; the family and the owner have executed the lease, including the Tenancy Addendum, and the lead-based paint disclosure information [24 CFR 982.305(b)].</p> <p><u>HACFL Policy</u></p> <p>The HACFL will complete its determination within 15 business days of receiving all required information.</p> <p>If the terms of the RTA/proposed lease are changed for any reason, including but not limited to negotiation with the HACFL, the HACFL will obtain corrected copies of the RTA and proposed lease, signed by the family and the owner.</p> <p>Corrections to the RTA/proposed lease will only be accepted as hard copies, in- person, by mail, via email if it has been scanned and attached to the email or by fax. The HACFL will not accept corrections over the phone.</p>

	<p>accept corrections over the phone.</p> <p>If the HACFL determines that the tenancy cannot be approved for any reason, the owner and the family will be notified orally or in writing via fax, mail or email and given the opportunity to address any reasons for disapproval. The HACFL will instruct the owner and family of the steps that are necessary to obtain approval of the tenancy.</p> <p>Where the tenancy is not approvable because the unit is not approvable, the family must continue to search for eligible housing within the timeframe of the issued voucher.</p> <p>If the tenancy is not approvable due to rent affordability or rent reasonableness, the HACFL will attempt to negotiate the rent with the owner. If a new, approvable rent is negotiated, the tenancy will be approved. If the owner is not willing to negotiate an approvable rent, the family must continue to search for eligible housing within the timeframe of the issued voucher.</p>	<p>If the HACFL determines that the tenancy cannot be approved for any reason, the owner and the family will be notified orally or in writing via fax, mail or email and given the opportunity to address any reasons for disapproval. The HACFL will instruct the owner and family of the steps that are necessary to obtain approval of the tenancy.</p> <p>Where the tenancy is not approvable because the unit is not approvable, the family must continue to search for eligible housing within the timeframe of the issued voucher.</p> <p>If the tenancy is not approvable due to rent affordability or rent reasonableness, the HACFL will attempt to negotiate the rent with the owner. If a new, approvable rent is negotiated, the tenancy will be approved. If the owner is not willing to negotiate an approvable rent, the family must continue to search for eligible housing within the timeframe of the issued voucher.</p>
9-13	<p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]</p> <p>If the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must remain in accordance with the requirements of this chapter.</p> <p>Generally, PHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, the execution of a new lease and HAP contract are required. These circumstances include:</p> <ul style="list-style-type: none"> • Changes in lease requirements governing tenant or owner responsibilities for utilities or appliances • Changes in lease provisions governing the term of the lease • The family moves to a new unit, even if the unit is in the same building or complex <p>In these cases, if the HCV assistance is to continue, the family must submit a new Request for Tenancy Approval (RTA) along with a new dwelling lease containing the proposed changes. A new tenancy must then be approved in accordance with this chapter.</p> <p>Where the owner is changing the amount of the rent to owner, the owner must notify the PHA at least 60 days before any such changes go into effect [24 CFR 982.308(g)(4)]. The PHA will agree to such an increase only if the amount of the rent to owner is considered reasonable according to the rent reasonableness standards discussed in Chapter 8. If the requested rent is <u>not</u> found to be reasonable, the owner must either reduce the requested rent increase, or terminate the tenancy in accordance with the terms of the lease.</p> <p>No rent increase is permitted during the initial term of the lease [24 CFR 982.309(a)(3)].</p> <p><u>HACFL Policy</u></p> <ol style="list-style-type: none"> (1) Where the owner is requesting a rent increase, the PHA will determine whether the requested increase is reasonable within 15 business days of receiving the request from the owner. The owner will be notified of the determination in writing. (2) Rent increases will go into effect on the first of the month following the 60-day period after the owner notifies the HACFL of the rent change or on the date specified by the owner, whichever is later. 	<p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]</p> <p>If the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must remain in accordance with the requirements of this chapter.</p> <p>Generally, PHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, the execution of a new lease and HAP contract are required. These circumstances include:</p> <ul style="list-style-type: none"> • Changes in lease requirements governing tenant or owner responsibilities for utilities or appliances • Changes in lease provisions governing the term of the lease • The family moves to a new unit, even if the unit is in the same building or complex <p>In these cases, if the HCV assistance is to continue, the family must submit a new Request for Tenancy Approval (RTA) along with a new dwelling lease containing the proposed changes. A new tenancy must then be approved in accordance with this chapter.</p> <p>Where the owner is changing the amount of the rent to owner, the owner must notify the PHA at least 60 days before any such changes go into effect [24 CFR 982.308(g)(4)]. The PHA will agree to such an increase only if the amount of the rent to owner is considered reasonable according to the rent reasonableness standards discussed in Chapter 8. If the requested rent is <u>not</u> found to be reasonable, the owner must either reduce the requested rent increase, or terminate the tenancy in accordance with the terms of the lease.</p> <p>No rent increase is permitted during the initial term of the lease [24 CFR 982.309(a)(3)].</p> <p><u>HACFL Policy</u></p> <p>Where the owner is requesting a rent increase, the PHA will determine whether the requested increase is reasonable within 15 business days of receiving the request from the owner. The owner will be notified of the determination in writing.</p> <p>Rent increases will go into effect on the first of the month following the 60-day period after the owner notifies the HACFL of the rent change or on the date specified by the owner, whichever is later. Owners may request only one</p>

	<p>(3) HACFL, as budgetary restraints may allow, reserves the right to restrict owners requests to only one approved rent increase per year, and such rent increase requests may be limited to not to exceed a percentage of the existing unit contract rent as determined by the HACFL.</p>	rent increase per year.
10-5	<p>10-I.C. MOVING PROCESS</p> <p>Notification</p> <p>If a family wishes to move to a new unit, the family must notify the PHA and the owner before moving out of the old unit or terminating the lease on notice to the owner [24 CFR 982.354(d)(2)]. If the family wishes to move to a unit outside the PHA's jurisdiction under portability, the notice to the PHA must specify the area where the family wishes to move [24 CFR 982.354(d)(2)]. The notices must be in writing [24 CFR 982.5].</p> <p>Approval</p> <p><u>HACFL Policy</u></p> <p>Upon receipt of a family's notification that it wishes to move, the HACFL will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. The HACFL will notify the family in writing of its determination within 10 business days following receipt of the family's notification.</p> <p>Reexamination of Family Income and Composition</p> <p><u>HACFL Policy</u></p> <p>For families approved to move to a new unit within the HACFL's jurisdiction, the HACFL will perform a new annual reexamination in accordance with the policies set forth in Chapter 11 of this plan.</p> <p>For families moving into or families approved to move out of the HACFL's jurisdiction under portability, the HACFL will follow the policies set forth in Part II of this chapter.</p> <p>Voucher Issuance and Briefing</p> <p><u>HACFL Policy</u></p> <p>For families approved to move to a new unit within the HACFL's jurisdiction, the HACFL will issue a new voucher within 10 business days of the HACFL's written approval to move. No briefing is required for these families. The HACFL will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration. If a family does not locate a new unit within the term of the voucher and any extensions, the family will lose its assistance.</p> <p>For families moving into or families approved to move out of the HACFL's jurisdiction under portability, the HACFL will follow the policies set forth in Part II of this chapter.</p>	<p>10-I.C. MOVING PROCESS</p> <p>Notification</p> <p>If a family wishes to move to a new unit, the family must notify the PHA and the owner before moving out of the old unit or terminating the lease on notice to the owner [24 CFR 982.354(d)(2)]. If the family wishes to move to a unit outside the PHA's jurisdiction under portability, the notice to the PHA must specify the area where the family wishes to move [24 CFR 982.354(d)(2)]. The notices must be in writing [24 CFR 982.5].</p> <p>Approval</p> <p><u>HACFL Policy</u></p> <p>Upon receipt of a family's notification that it wishes to move, the HACFL will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. The HACFL will notify the family in writing of its determination within 10 business days following receipt of the family's notification.</p> <p>Reexamination of Family Income and Composition</p> <p><u>HACFL Policy</u></p> <p>For families approved to move to a new unit within the HACFL's jurisdiction, the HACFL will perform a new annual reexamination in accordance with the policies set forth in Chapter 11 of this plan.</p> <p>For families moving into or families approved to move out of the HACFL's jurisdiction under portability, the HACFL will follow the policies set forth in Part II of this chapter.</p> <p>Voucher Issuance and Briefing</p> <p><u>HACFL Policy</u></p> <p>For families approved to move to a new unit within the HACFL's jurisdiction, the HACFL will issue a new voucher within 10 business days of the HACFL's written approval to move. No briefing is required for these families. The HACFL will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration. If a family does not locate a new unit within the term of the voucher and any extensions, the family may remain in its current unit with continued voucher assistance if the owner agrees and the HACFL approves. Otherwise, the family will lose its assistance.</p> <p>For families moving into or families approved to move out of the HACFL's jurisdiction under portability, the HACFL will follow the policies set forth in Part II of this chapter.</p>
10-10	<p>Voucher Issuance and Term</p> <p>An applicant family has no right to portability until after the family has been issued a voucher [24 CFR 982.353(b)]. In issuing vouchers to applicant families, the PHA will follow the regulations and procedures set forth in Chapter 5.</p> <p><u>HACFL Policy</u></p> <p>For participating families approved to move under portability, the HACFL will issue a new voucher</p>	<p>Voucher Issuance and Term</p> <p>An applicant family has no right to portability until after the family has been issued a voucher [24 CFR 982.353(b)]. In issuing vouchers to applicant families, the PHA will follow the regulations and procedures set forth in Chapter 5.</p> <p><u>HACFL Policy</u></p> <p>For participating families approved to move under portability, the HACFL will issue a new voucher</p>

	<p>within 10 business days of the HACFL's written approval to move.</p> <p>The initial term of the voucher will be 120 calendar days.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances below applies.</p> <p>Voucher Extensions and Expiration</p> <p><u>HACFL Policy</u></p> <p>Vouchers for porting out families will be issued for 120 days. The HACFL will not approve extensions to a voucher issued to an applicant or participant family porting out of the PHA's jurisdiction except under the following circumstances: (a) the initial term of the voucher will expire before the portable family will be issued a voucher by the receiving PHA, (b) the family decides to return to the initial HACFL's jurisdiction and search for a unit there, or (c) the family decides to search for a unit in a third PHA's jurisdiction. In such cases, the policies on voucher extensions set forth in Chapter 5, section 5-II.E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.</p>	<p>within 10 business days of the HACFL's written approval to move.</p> <p>The initial term of the voucher will be 120 calendar days.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances above applies.</p> <p>Voucher Extensions and Expiration</p> <p><u>HACFL Policy</u></p> <p>Vouchers for porting out families will be issued for 120 days. The HACFL will not approve extensions to a voucher issued to an applicant or participant family porting out of the PHA's jurisdiction except under the following circumstances: (a) the initial term of the voucher will expire before the portable family will be issued a voucher by the receiving PHA, (b) the family decides to return to the initial HACFL's jurisdiction and search for a unit there, or (c) the family decides to search for a unit in a third PHA's jurisdiction. In such cases, the policies on voucher extensions set forth in Chapter 5, section 5-II.E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.</p>
11-2	<p>11-I.B. SCHEDULING ANNUAL REEXAMINATIONS</p> <p>The PHA must establish a policy to ensure that the annual reexamination for each family is completed <i>within</i> a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].</p> <p><u>HACFL Policy</u></p> <p>The HACFL will begin the annual reexamination process 120 days in advance of its scheduled effective date. Generally, the HACFL will schedule annual reexamination effective dates to coincide with the family's anniversary date.</p> <p><i>Anniversary date</i> is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).</p> <p>If the family moves to a new unit, the HACFL will perform a new annual reexamination.</p> <p>The HACFL also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.</p> <p>Notification of and Participation in the Annual Reexamination Process</p> <p>The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].</p> <p><u>HACFL Policy</u></p> <p>HACFL will utilize RentCafe' and/or Yardi Voyager to conduct online annual recertifications. While families generally are required to participate in an annual reexamination interview, which must be attended by all adults in the family composition. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the HACFL to request a reasonable accommodation (see Chapter 2). Elderly and disabled individuals will be allowed to complete a reexamination via mail with the addition of a telephone interview.</p>	<p>11-I.B. SCHEDULING ANNUAL REEXAMINATIONS</p> <p>The PHA must establish a policy to ensure that the annual reexamination for each family is completed <i>within</i> a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].</p> <p><u>HACFL Policy</u></p> <p>The HACFL will begin the annual reexamination process 120 days in advance of its scheduled effective date. Generally, the HACFL will schedule annual reexamination effective dates to coincide with the family's anniversary date.</p> <p><i>Anniversary date</i> is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).</p> <p>If the family moves to a new unit, the HACFL will perform a new annual reexamination.</p> <p>The HACFL also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.</p> <p>Notification of and Participation in the Annual Reexamination Process</p> <p>The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].</p> <p><u>HACFL Policy</u></p> <p>Families generally are required to participate in an annual reexamination interview, which must be attended by all adults in the family composition. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the HACFL to request a reasonable accommodation (see Chapter 2). Elderly and disabled individuals will be allowed to complete a reexamination via mail with the addition of a telephone interview.</p> <p>Notification of annual reexamination interviews will be sent by first-class mail and will contain the date, time,</p>

	<p>Notification of annual reexamination interviews will be sent by email and if necessary in cases where email is not available, first-class mail and will contain the date, time, location of the interview, and a Personal Declaration Form to be brought in completed to the interview or to be sent via mail whichever is applicable according to the client's circumstances. In addition, it will inform the family of the information and documentation that must be brought and/or included in the mail response along with the Personal Declaration or provided online if processed through RentCafe' or Yardi Voyager.</p> <p>If the family is neither elderly nor disabled and is unable to attend a scheduled interview or complete their online annual recertification through RentCafe', the family should contact the HACFL in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview or log into their RentCafe' account to complete the annual recertification, the HACFL will send a second notification with a new interview date and appointment time. In the case of elderly and/or disabled families who may recertify via mail, failure to provide all required documentation as well as a completed Personal Declaration by the time and date required will result in a termination of benefits as per HACFL's policies. It may also preclude the family from participating in recertification by mail in the future. HACFL will only make two recertification attempts for a family scheduled for an annual recertification.</p> <p>If a non-elderly/disabled family fails to attend or participant in an online RentCafe' scheduled recertification without HACFL approval, or if the notices are returned either by the post office with no forwarding address or unsuccessful email delivery, a notice of termination (see Chapter 12) will be sent to the family's address of record. If an elderly or disabled family fails to respond to the requests for information or complete required documentation for the interview and/or be available via phone on the date of the phone interview for two consecutive instances a notice of termination will be sent to the family's address on record.</p> <p>An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and the assistance provided by any such third party.</p>	<p>location of the interview, and a Personal Declaration Form to be brought in completed to the interview or to be sent via mail whichever is applicable according to the client's circumstances. In addition, it will inform the family of the information and documentation that must be brought and/or included in the mail response along with the Personal Declaration.</p> <p>If the family is neither elderly nor disabled and is unable to attend a scheduled interview, the family should contact the HACFL in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the HACFL will send a second notification with a new interview date and appointment time. In the case of elderly and/or disabled families who may recertify via mail, failure to provide all required documentation as well as a completed Personal Declaration by the time and date required will result in a termination of benefits as per HACFL's policies. It may also preclude the family from participating in recertification by mail in the future. Only two recertification packages will be mailed to the family.</p> <p>If a non-elderly/disabled family fails to attend two scheduled interviews without HACFL approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record. If an elderly or disabled family fails to respond to the requests for information or complete required documentation for the interview and/or be available via phone on the date of the phone interview for two consecutive instances a notice of termination will be sent to the family's address on record. An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and the assistance provided by any such third party.</p>
11-4	<p>11-I.C. CONDUCTING ANNUAL REEXAMINATIONS</p> <p>As part of the annual reexamination process, families are required to provide updated information to the PHA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].</p> <p><u>HACFL Policy</u></p> <p>In conducting annual recertifications, families will be provided with email notices advising them of their login information for RentCafe' as well as a due date in which they must comply with logging in and completing the annual recertification steps through RentCafe'. If conducted in person families will be asked to bring and/or send via mail as applicable all required information (as described in the reexamination notice) to the reexamination appointment. The required information will include the HACFL-designated reexamination or Personal Declaration form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or forms related to the family's income, expenses, and family composition.</p> <p>Any required documents or information that the family is unable to provide at the time of the interview (phone interview for elderly or disabled clients) must be provided</p>	<p>11-I.C. CONDUCTING ANNUAL REEXAMINATIONS</p> <p>As part of the annual reexamination process, families are required to provide updated information to the PHA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].</p> <p><u>HACFL Policy</u></p> <p>Families will be asked to bring and/or send via mail as applicable all required information (as described in the reexamination notice) to the reexamination appointment. The required information will include the HACFL-designated reexamination or Personal Declaration form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or forms related to the family's income, expenses, and family composition.</p> <p>Any required documents or information that the family is unable to provide at the time of the interview (phone interview for elderly or disabled clients) must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. The extension must be requested in writing and accompanied by documentation certifying the need</p>

	<p>within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. The extension must be requested in writing and accompanied by documentation certifying the need for the extension. Extensions will only be granted on the basis of medical emergencies and or proven inability of the family to obtain the information within the time allocated because the issuing agency notified in writing that it would not be available within that period of time. An extension will not be granted if it will signify that the Annual Reexamination will be late. In that case the AR will be processed using the next form of verification that is appropriate and corrected as needed when other confirmation arrives.</p> <p>If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of proposal of termination of participation in the program. (See Chapter 12).</p> <p>Additionally, HUD recommends that at annual reexaminations PHAs ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state [Notice PIH 2012-28].</p> <p><u>HACFL Policy</u></p> <p>At the annual reexamination, the HACFL will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. The HACFL will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant.</p> <p>If the PHA proposes to terminate assistance based on lifetime sex offender registration information, the PHA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to termination. [24 CFR 5.903(f) and 5.905(d)]. (See Chapter 12.)</p> <p>The information provided by the family generally must be verified in accordance with the policies in Chapter 7. Unless the family reports a change, or the PHA has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:</p> <ul style="list-style-type: none"> • Legal identity • Age • Social security numbers • A person's disability status • Citizenship or immigration status <p>If adding a new family member to the unit causes overcrowding according to the space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].</p>	<p>for the extension. Extensions will only be granted on the basis of medical emergencies and or proven inability of the family to obtain the information within the time allocated because the issuing agency notified in writing that it would not be available within that period of time. An extension will not be granted if it will signify that the Annual Reexamination will be late. In that case the AR will be processed using the next form of verification that is appropriate and corrected as needed when other confirmation arrives.</p> <p>If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of proposal of termination of participation in the program. (See Chapter 12).</p> <p>Additionally, HUD recommends that at annual reexaminations PHAs ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state [Notice PIH 2012-28].</p> <p><u>HACFL Policy</u></p> <p>At the annual reexamination, the HACFL will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. The HACFL will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant.</p> <p>If the PHA proposes to terminate assistance based on lifetime sex offender registration information, the PHA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to termination. [24 CFR 5.903(f) and 5.905(d)]. (See Chapter 12.)</p> <p>The information provided by the family generally must be verified in accordance with the policies in Chapter 7. Unless the family reports a change, or the PHA has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:</p> <ul style="list-style-type: none"> • Legal identity • Age • Social security numbers • A person's disability status • Citizenship or immigration status <p>If adding a new family member to the unit causes overcrowding according to the space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].</p>
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11-11	<p>11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION</p> <p>Reporting</p> <p>PHAs must require families to report household composition changes; however, PHAs determine the timeframe in which reporting happens [Notice PIH 2023-27]. The PHA must adopt policies prescribing when and under what conditions the family must report changes in income and family composition [24 CFR 960.257(b)(5)].</p> <p><u>HACFL Policy</u></p> <p>All families must report all changes in family and household composition that occur between annual reexaminations within 10 business days of the change.</p>	<p>11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION</p> <p>Reporting</p> <p>PHAs must require families to report household composition changes; however, PHAs determine the timeframe in which reporting happens [Notice PIH 2023-27]. The PHA must adopt policies prescribing when and under what conditions the family must report changes in income and family composition [24 CFR 960.257(b)(5)].</p> <p><u>HACFL Policy</u></p> <p>All families must report all changes in family and household composition that occur between annual reexaminations within 10 business days of the change.</p> <p>The HACFL will allow the head of household to add their adult mother, father, sister, brother, grandmother, grandfather, son or daughter under extenuating humanitarian reasons ONLY. Extenuating Humanitarian reasons is defined as a medical circumstance which without approval would cause diminishment or loss of life.</p>
11-17	<p>Family Reporting</p> <p>The PHA must adopt policies consistent with HUD regulations prescribing when and under what conditions the family must report a change in family income or composition [24 CFR 982.516(d)]. PHA policy may require families to report only changes that the family estimates meet the threshold for an interim reexamination or the PHA may establish policies requiring that families report all changes in income and household composition, and the PHA will subsequently determine if the change requires an interim reexamination [Notice PIH 2023-27].</p> <p>When the PHA determines that an interim reexamination of income is necessary, they must ask the family to report changes in all aspects of adjusted income. For example, if the family is reporting a decrease in adjusted income that is more than 10 percent, but the family also had a change in assets that would result in a change in income, the change in assets must also be reviewed [Notice PIH 2023-27].</p> <p><u>PHA Policy</u></p> <p>The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect. The family may notify the HACFL of changes either orally or in writing or by way of utilizing RentCafe' online portal. If the family provides oral notice, the HACFL may also require the family to submit the changes in writing.</p> <p>Within 10 business days of the family reporting the change, the HACFL will determine whether the change will require an interim reexamination.</p> <p>If the change will not result in an interim reexamination, the HACFL will note the information in the tenant file but will not conduct an interim reexamination. The HACFL will send the family written notification within 10 business days of making this determination informing the family that the HACFL will not conduct an interim reexamination.</p> <p>If the change will result in an interim reexamination, the HACFL will determine the documentation the family will be required to submit based on the type of change reported and HACFL policies in Chapter 7. The HACFL will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within 10 business days of receiving a request from the HACFL. This time frame may be extended for good cause with HACFL approval. The HACFL will accept required documentation by online submission via RentCafe', mail, email, fax, or in person. The HACFL will conduct the interim within</p>	<p>Family Reporting</p> <p>The PHA must adopt policies consistent with HUD regulations prescribing when and under what conditions the family must report a change in family income or composition [24 CFR 982.516(d)]. PHA policy may require families to report only changes that the family estimates meet the threshold for an interim reexamination or the PHA may establish policies requiring that families report all changes in income and household composition, and the PHA will subsequently determine if the change requires an interim reexamination [Notice PIH 2023-27].</p> <p>When the PHA determines that an interim reexamination of income is necessary, they must ask the family to report changes in all aspects of adjusted income. For example, if the family is reporting a decrease in adjusted income that is more than 10 percent, but the family also had a change in assets that would result in a change in income, the change in assets must also be reviewed [Notice PIH 2023-27].</p> <p><u>PHA Policy</u></p> <p>The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect. The family may notify the HACFL of changes either orally or in writing. If the family provides oral notice, the HACFL may also require the family to submit the changes in writing.</p> <p>Within 10 business days of the family reporting the change, the HACFL will determine whether the change will require an interim reexamination.</p> <p>If the change will not result in an interim reexamination, the HACFL will note the information in the tenant file but will not conduct an interim reexamination. The HACFL will send the family written notification within 10 business days of making this determination informing the family that the HACFL will not conduct an interim reexamination.</p> <p>If the change will result in an interim reexamination, the HACFL will determine the documentation the family will be required to submit based on the type of change reported and HACFL policies in Chapter 7. The HACFL will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within 10 business days of receiving a request from the HACFL. This time frame may be extended for good cause with HACFL approval. The HACFL will accept required documentation by mail, email, fax, or in person. The HACFL will conduct the interim within a reasonable time period based on the amount of time it takes to verify the</p>

	<p>a reasonable time period based on the amount of time it takes to verify the information.</p> <p>Generally, the family will not be required to attend an interview for an interim reexamination. However, if the PHA determines that an interview is warranted, the family may be required to attend.</p> <p>Interim Requests with Income Decreases Any Interim requests received after the 15th of the month will not become effective until the 1st of the month after the following month. Ex: Interim Request and all verifications received 3/16, will not be effective until 5/1.</p> <p>Interim Requests with Income Increases If the Interim request, results in an increase in the family's portion, the Interim will be effective the 1st month of the following month following a (30) day notice period. Ex: Interim Request and all verifications received 3/16; Interim will be effective 5/1.</p>	<p>information.</p> <p>Generally, the family will not be required to attend an interview for an interim reexamination. However, if the PHA determines that an interview is warranted, the family may be required to attend.</p>
13-2	<p>13-I.A. OWNER RECRUITMENT AND RETENTION [HCV GB, pp. 2-4 to 2-6]</p> <p>Recruitment PHAs are responsible for ensuring that very low-income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of owners, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program. To accomplish this objective, PHAs must identify and recruit new owners to participate in the program.</p> <p><u>HACFL Policy</u> The HACFL will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The HACFL will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include: Distributing printed material about the program to property owners and managers Contacting property owners and managers by phone or in-person Holding owner recruitment/information meetings at least once a year in conjunction with Affordablehousing.com resources Participating in community-based organizations comprised of private property and apartment owners and managers as possible Developing working relationships with owners and real estate brokers associations</p> <p>Outreach strategies will be monitored for effectiveness, and adapted accordingly.</p>	<p>13-I.A. OWNER RECRUITMENT AND RETENTION [HCV GB, pp. 2-4 to 2-6]</p> <p>Recruitment PHAs are responsible for ensuring that very low-income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of owners, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program. To accomplish this objective, PHAs must identify and recruit new owners to participate in the program.</p> <p><u>HACFL Policy</u> The HACFL will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The HACFL will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include: Distributing printed material about the program to property owners and managers Contacting property owners and managers by phone or in-person Holding owner recruitment/information meetings at least once a year in conjunction with gosection8.com resources Participating in community-based organizations comprised of private property and apartment owners and managers as possible Developing working relationships with owners and real estate brokers associations</p> <p>Outreach strategies will be monitored for effectiveness, and adapted accordingly.</p>
13-4	<p>13-I.B. BASIC HCV PROGRAM REQUIREMENTS HUD requires the PHA to assist families in their housing search by providing the family with a list of landlords or other parties known to the PHA who may be willing to lease a unit to the family, or to help the family find a unit. Although the PHA cannot maintain a list of owners that are pre-qualified to participate in the program, owners may indicate to the PHA their willingness to lease a unit to an eligible HCV family, or to help the HCV family find a unit [24 CFR 982.301(b)(11)].</p> <p><u>HACFL Policy</u> Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify the HACFL. The HACFL will maintain a listing of such owners within the affordablehousing.com system and provide this listing to the HCV family as part of the informational briefing packet.</p> <p>When a family approaches an owner to apply for tenancy, the owner is</p>	<p>13-I.B. BASIC HCV PROGRAM REQUIREMENTS HUD requires the PHA to assist families in their housing search by providing the family with a list of landlords or other parties known to the PHA who may be willing to lease a unit to the family, or to help the family find a unit. Although the PHA cannot maintain a list of owners that are pre-qualified to participate in the program, owners may indicate to the PHA their willingness to lease a unit to an eligible HCV family, or to help the HCV family find a unit [24 CFR 982.301(b)(11)].</p> <p><u>HACFL Policy</u> Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify the HACFL. The HACFL will maintain a listing of such owners within the gosection8.com system and provide this listing to the HCV family as part of the informational briefing packet.</p> <p>When a family approaches an owner to apply for tenancy, the owner is</p>

	<p>responsible for screening the family and deciding whether to lease to the family, just as the owner would with any potential unassisted tenant. The HACFL has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy. See chapters 3 and 9 for more detail on tenant family screening policies and process.</p> <p>If the owner is willing, the family and the owner must jointly complete a <u>Request for Tenancy Approval</u> (RTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the owner's willingness to lease to the family and to follow the program's requirements. When submitted to the HACFL, this document is the first step in the process of obtaining approval for the family to receive the financial assistance it will need in order to occupy the unit. Also submitted with the RTA is a copy of the owner's proposed dwelling lease, including the HUD-required <u>Tenancy Addendum</u> (Form HUD-52641-A). See Chapter 9 for more detail on request for tenancy approval policies and process.</p> <p>HUD regulations stipulate requirements for the approval of an assisted tenancy.</p> <p>The owner must be qualified to participate in the program [24 CFR 982.306]. Some owners are precluded from participating in the program, or from renting to a particular family, either because of their past history with this or another federal housing program, or because of certain conflicts of interest. Owner qualifications are discussed later in this chapter.</p> <p>The selected unit must be of a type that is eligible for the program [24 CFR 982.305(a)]. Certain types of dwelling units cannot be assisted under the HCV program. Other types may be assisted under certain conditions. In addition, the owner must document legal ownership of the specified unit. See chapter 9 for more detail on unit eligibility policies and process.</p> <p>The selected unit must meet HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) and/or equivalent state or local standards approved by HUD [24 CFR 982.305(a)]. The PHA will inspect the owner's dwelling unit at least biennially to ensure that the unit continues to meet inspection requirements. See Chapter 8 for a discussion of the NSPIRE standards and policies for inspections at initial lease-up and throughout the family's tenancy.</p> <p>The PHA must determine that the proposed rent for the unit is reasonable [24 CFR 982.305(a)]. The rent must be reasonable in relation to comparable unassisted units in the area and must not be in excess of rents charged by the owner for comparable, unassisted units on the premises. See chapter 8 for a discussion of requirements and policies on rent reasonableness, rent comparability and the rent reasonableness determination process.</p> <p>At initial lease-up of a unit, if the gross rent exceeds the applicable payment standard, the PHA must ensure that the family share does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]. See chapter 6 for a discussion of the calculation of family income, family share of rent and HAP.</p> <p>The dwelling lease must comply with all program requirements [24 CFR 982.308]. Owners are encouraged to use their standard leases when renting to an assisted family. The HUD <u>Tenancy Addendum</u> includes the HUD requirements governing the tenancy and must be added word-for-word to the owner's lease. See chapter 9 for a discussion of the dwelling lease and tenancy addendum, including lease terms and provisions.</p> <p>The HACFL and the owner must execute a <u>Housing Assistance Payment (HAP) Contract</u> (Form HUD-52641). The HAP contract format is prescribed by HUD. See chapter 9 for a discussion of the HUD requirements for execution of the HAP contract.</p>	<p>responsible for screening the family and deciding whether to lease to the family, just as the owner would with any potential unassisted tenant. The HACFL has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy. See chapters 3 and 9 for more detail on tenant family screening policies and process.</p> <p>If the owner is willing, the family and the owner must jointly complete a <u>Request for Tenancy Approval</u> (RTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the owner's willingness to lease to the family and to follow the program's requirements. When submitted to the HACFL, this document is the first step in the process of obtaining approval for the family to receive the financial assistance it will need in order to occupy the unit. Also submitted with the RTA is a copy of the owner's proposed dwelling lease, including the HUD-required <u>Tenancy Addendum</u> (Form HUD-52641-A). See Chapter 9 for more detail on request for tenancy approval policies and process.</p> <p>HUD regulations stipulate requirements for the approval of an assisted tenancy.</p> <p>The owner must be qualified to participate in the program [24 CFR 982.306]. Some owners are precluded from participating in the program, or from renting to a particular family, either because of their past history with this or another federal housing program, or because of certain conflicts of interest. Owner qualifications are discussed later in this chapter.</p> <p>The selected unit must be of a type that is eligible for the program [24 CFR 982.305(a)]. Certain types of dwelling units cannot be assisted under the HCV program. Other types may be assisted under certain conditions. In addition, the owner must document legal ownership of the specified unit. See chapter 9 for more detail on unit eligibility policies and process.</p> <p>The selected unit must meet HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) and/or equivalent state or local standards approved by HUD [24 CFR 982.305(a)]. The PHA will inspect the owner's dwelling unit at least biennially to ensure that the unit continues to meet inspection requirements. See Chapter 8 for a discussion of the NSPIRE standards and policies for inspections at initial lease-up and throughout the family's tenancy.</p> <p>The PHA must determine that the proposed rent for the unit is reasonable [24 CFR 982.305(a)]. The rent must be reasonable in relation to comparable unassisted units in the area and must not be in excess of rents charged by the owner for comparable, unassisted units on the premises. See chapter 8 for a discussion of requirements and policies on rent reasonableness, rent comparability and the rent reasonableness determination process.</p> <p>At initial lease-up of a unit, if the gross rent exceeds the applicable payment standard, the PHA must ensure that the family share does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]. See chapter 6 for a discussion of the calculation of family income, family share of rent and HAP.</p> <p>The dwelling lease must comply with all program requirements [24 CFR 982.308]. Owners are encouraged to use their standard leases when renting to an assisted family. The HUD <u>Tenancy Addendum</u> includes the HUD requirements governing the tenancy and must be added word-for-word to the owner's lease. See chapter 9 for a discussion of the dwelling lease and tenancy addendum, including lease terms and provisions.</p> <p>The HACFL and the owner must execute a <u>Housing Assistance Payment (HAP) Contract</u> (Form HUD-52641). The HAP contract format is prescribed by HUD. See chapter 9 for a discussion of the HUD requirements for execution of the HAP contract.</p>
19-11	<p>19-II.C. PHA-OWNED UNITS [24 CFR 983.59, FR Notice 1/18/17, and Notice PIH 2017-21]</p> <p>If the project is PHA-owned, rent-setting and inspection functions set out in 24 CFR 983.59 must be conducted by an independent entity approved by HUD.</p> <p>The definition of <i>ownership or control</i> provided under Notice PIH 2019-23 (listed above) is used specifically to determine whether a PHA</p>	<p>19-II.C. PHA-OWNED UNITS [24 CFR 983.59, FR Notice 1/18/17, and Notice PIH 2017-21]</p> <p>If the project is PHA-owned, rent-setting and inspection functions set out in 24 CFR 983.59 must be conducted by an independent entity approved by HUD.</p> <p>The definition of <i>ownership or control</i> provided under Notice PIH 2019-23 (listed above) is used specifically to determine whether a PHA</p>

	<p>retains control over a project for purposes of HUD’s requirement for ownership or control of the covered project under RAD. For purposes of determining whether an independent entity will perform certain functions for the project, the definition of <i>PHA-owned</i> under Notice PIH 2017-21 is used. This is the same definition used for standard PBV units. In some cases, a project may meet the RAD definition of <i>ownership or control</i> but may not be considered PHA-owned for purposes of requiring an independent entity.</p> <p>The independent entity that performs the program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government), or another HUD-approved public or private independent entity.</p> <p>The PHA may compensate the independent entity from PHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The PHA may not use other program receipts to compensate the independent entity for its services. The PHA, and the independent entity, may not charge the family any fee for the services provided by the independent entity.</p> <p><u>PHA Policy</u> If units converted to PBV under RAD are PHA-owned housing, the PHA will use HEF Management and Trident Ground Protection Security, LLC as the HUD-approved independent entity.</p>	<p>retains control over a project for purposes of HUD’s requirement for ownership or control of the covered project under RAD. For purposes of determining whether an independent entity will perform certain functions for the project, the definition of <i>PHA-owned</i> under Notice PIH 2017-21 is used. This is the same definition used for standard PBV units. In some cases, a project may meet the RAD definition of <i>ownership or control</i> but may not be considered PHA-owned for purposes of requiring an independent entity.</p> <p>The independent entity that performs the program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government), or another HUD-approved public or private independent entity.</p> <p>The PHA may compensate the independent entity from PHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The PHA may not use other program receipts to compensate the independent entity for its services. The PHA, and the independent entity, may not charge the family any fee for the services provided by the independent entity.</p> <p><u>PHA Policy</u> If units converted to PBV under RAD are PHA-owned housing, the PHA will use HEF Management and McCright and Associates as the HUD-approved independent entity.</p>
TSP-4	<p>TPS-I.B. SERVICE FEES</p> <p>Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:</p> <ul style="list-style-type: none"> • Housing search assistance • Security deposit/utility deposit/rental application/holding fee uses • Owner-related uses • Other eligible uses such as moving expenses or tenant-readiness services <p>The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA’s administrative plan.</p> <p><u>HACFL Policy</u></p> <p>HUD Notice PIH 2025-19 issued June 20, 2025 advised PHAs they have 60 calendar days from the date of the publication of the notice to use service fees on eligible expenses, and an additional 60 calendar days from the date of the publication of the notice to complete service fees for VMS reporting. PHAs should review PIH Notice 2023-23 that describes the eligible uses of services fees. PHAs will be required to repay any disallowed costs if service fees are used for ineligible expenses.</p> <p>The eligible uses for service fees include:</p> <p>Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household’s disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.</p> <p>Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all these expenses.</p> <p>Holding fees are fees an owner requests that are rolled into</p>	<p>TPS-I.B. SERVICE FEES</p> <p>Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:</p> <ul style="list-style-type: none"> • Housing search assistance • Security deposit/utility deposit/rental application/holding fee uses • Owner-related uses • Other eligible uses such as moving expenses or tenant-readiness services <p>The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA’s administrative plan.</p> <p><u>HACFL Policy</u></p> <p>The eligible uses for service fees include:</p> <p>Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household’s disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.</p> <p>Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all these expenses.</p> <p>Holding fees are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant’s application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is</p>

	<p>the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.</p> <p>Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum-security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.</p> <p>Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.</p> <p>Owner recruitment and outreach for EHV's. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.</p> <p>Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.</p> <p>Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.</p> <p>Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is</p>	<p>at fault for not entering into a lease.</p> <p>Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum-security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.</p> <p>Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.</p> <p>Owner recruitment and outreach for EHV's. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.</p> <p>Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.</p> <p>Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.</p> <p>Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.</p> <p>Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or</p>
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	<p>refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.</p> <p>Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.</p> <p>Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.</p> <p>Renter's insurance if required by the lease. The PHA may choose to assist the family with some or all this cost.</p> <p>Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.</p>	<p>utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.</p> <p>Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.</p> <p>Renter's insurance if required by the lease. The PHA may choose to assist the family with some or all this cost.</p> <p>Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.</p>
TSP – 11	<p>TPS-III.C. PREFERENCES</p> <p>HCV Waiting List Preferences</p> <p>If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.</p> <p><u>HACFL Policy</u></p> <p>As per guidance provided from Notice PIH 2025-19 issued June 20, 2025, where HUD detailed PHAs transitioning EHV families into the HCV and End of EHV Service Fee Expenditures.</p> <p>The HACFL will transition families from the EHV program to the HACFL HCV program based on available vouchers. HACFL will provide clear information to EHV families about the process for applying to the HCV waiting list under an EHV preference, the status of the EHV funding, and why the HACFL is adopting an EHV preference.</p> <p>EHV Waiting List Preferences</p> <p>With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.</p> <p><u>HACFL Policy</u></p> <p>HACFL has established the following preferences, as identified in Chapter 4 of this plan:</p> <p>Preference 10 A preference for currently participating Emergency Housing Voucher (EHV) families with a head of household, spouse, or co-head who is elderly or disabled whose assistance is at risk of termination due to lack of program funding.</p> <p>Preference 11 A preference for currently participating Emergency Housing Voucher (EHV) families</p>	<p>TPS-III.C. PREFERENCES</p> <p>HCV Waiting List Preferences</p> <p>If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will refer any applicant on the waiting list that indicates they qualify for the homeless preference or a VAWA preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for homelessness or those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV. The CoC will also determine if the family is eligible for other homeless assistance through the CE system.</p> <p>EHV Waiting List Preferences</p> <p>With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.</p> <p><u>HACFL Policy</u></p> <p>No local preferences have been established for the EHV waiting list.</p>

	whose assistance is at risk of termination due to lack of program funding.	
TSP - 13	<p>TPS-IV.C. PHA SCREENING</p> <p>Overview</p> <p>HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.</p> <p>The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.</p> <p>Mandatory Denials</p> <p>Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:</p> <ul style="list-style-type: none"> • 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing. • 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. <p>The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.</p> <p><u>HACFL Policy</u></p> <p>As per guidance provided from Notice PIH 2025-07 issued March 26, 2025, where HUD detailed leasing priority related to Emergency Housing Vouchers. Guidance provided advised PHAs to stop issuing EHV's effective 14 calendar days after the publication of this notice. PHAs will no longer receive issuance fees, also effective 14 calendar days after the publication of the notice. HACFL will no longer provide issue new EHV's based on the March 26, 2025 notice.</p>	<p>TPS-IV.C. PHA SCREENING</p> <p>Overview</p> <p>HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.</p> <p>The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.</p> <p>Mandatory Denials</p> <p>Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:</p> <ul style="list-style-type: none"> • 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing. • 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. <p>The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.</p> <p><u>HACFL Policy</u></p> <p>While the HACFL will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the HACFL will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.</p>
TSP - 18	<p>TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION</p> <p>For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the</p>	<p>TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION</p> <p>For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the</p>

	<p>documentation.</p> <p>If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.</p> <p><u>HACFL Policy</u></p> <p>As per guidance provided from Notice PIH 2025-07 issued March 26, 2025, where HUD detailed leasing priority related to Emergency Housing Vouchers. Guidance provided advised PHAs to stop issuing EHV's effective 14 calendar days after the publication of this notice. PHAs will no longer receive issuance fees, also effective 14 calendar days after the publication of the notice. HACFL will no longer provide issue new EHV's based on the March 26, 2025 notice.</p>	<p>documentation.</p> <p>If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The HACFL may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.</p> <p>If the HACFL determines that an ineligible family received assistance, the HACFL will take steps to terminate that family from the program in accordance with policies in Chapter 12.</p>
TSP - 19	<p>TPS-IV.G. INCOME TARGETING</p> <p>The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.</p> <p><u>HACFL Policy</u></p> <p>As per guidance provided from Notice PIH 2025-07 issued March 26, 2025, where HUD detailed leasing priority related to Emergency Housing Vouchers. Guidance provided advised PHAs to stop issuing EHV's effective 14 calendar days after the publication of this notice. PHAs will no longer receive issuance fees, also effective 14 calendar days after the publication of the notice. HACFL will no longer provide issue new EHV's based on the March 26, 2025 notice.</p>	<p>TPS-IV.G. INCOME TARGETING</p> <p>The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.</p> <p><u>HACFL Policy</u></p> <p>The HACFL will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.</p>
TSP - 20	<p>PART V: HOUSING SEARCH AND LEASING</p> <p>TPS-V.A. INITIAL VOUCHER TERM</p> <p>Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.</p> <p><u>HACFL Policy</u></p> <p>As per guidance provided from Notice PIH 2025-07 issued March 26, 2025, where HUD detailed leasing priority related to Emergency Housing Vouchers. Guidance provided advised PHAs to stop issuing EHV's effective 14 calendar days after the publication of this notice. PHAs will no longer receive issuance fees, also effective 14 calendar days after the publication of the notice. HACFL will no longer provide issue new EHV's based on the March 26, 2025 notice.</p>	<p>PART V: HOUSING SEARCH AND LEASING</p> <p>TPS-V.A. INITIAL VOUCHER TERM</p> <p>Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.</p> <p><u>HACFL Policy</u></p> <p>All EHV's will have an initial term of 120 calendar days.</p> <p>The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the HACFL grants an extension based on the extension policy outlines in Chapter 5.</p>

Attachment
HACFL ACOP – 2025 - Revisions

The ACOP for Section 8 has been revised and has been formatted to match the format of Nan McKay's ACOP. Formatting the HACFL's ACOP to that of Nan McKay will make future updates easier and will ensure that HUD regulations are incorporated into the HACFL's Admin timely and accurately.

Chapter	Current Policy	Suggested New Policy
Page Intro	<p style="text-align: center;">Introduction</p> <p style="text-align: center;">ABOUT THE ACOP</p> <p>REFERENCES CITED IN THE ACOP</p> <p>Authority for PHA policies is derived from many sources. Primary among these sources are regulations and guidance issued by HUD. State law also directs PHA policy. State law must be followed where such law exists and does not conflict with federal regulations. In the absence of legal requirements or HUD guidance, industry practice may lead to PHA policy. Finally, the public housing lease will affect PHA policy and therefore must be consistent with federal and state laws and regulations.</p> <p>HUD</p> <p>HUD provides the primary source of PHA policy through federal regulations, HUD Notices and handbooks. Compliance with federal regulations, current HUD Notices and HUD handbooks is mandatory.</p> <p>HUD provides nonmandatory guidance to PHAs through HUD published guidebooks. Expired HUD Notices and handbooks also provide guidance for PHA policy. Following HUD guidance is optional, as long as PHA policies comply with federal law, federal regulations and mandatory policy. Because HUD has already determined that the guidance it provides is consistent with mandatory policies, PHA reliance on HUD guidance provides the PHA with a “safe harbor.”</p> <p>Content contained on the HUD website can provide further clarification of HUD policies. For example, FAQs on the HUD website can provide direction on the application of federal regulations to a specific pattern.</p> <p>State Law</p> <p>Where there is no mandatory federal guidance, PHAs must comply with state law, if it exists. Where state law is more restrictive than federal law, but does not conflict with it, the PHA should follow the state law.</p> <p>Industry Practice</p> <p>Where no law or HUD authority exists on a particular subject, industry practice may support PHA policy. An industry practice is a way of doing things that is followed by most housing authorities.</p>	<p>Introduction</p> <p>HOTMA CHANGES IN THE ACOP</p> <p>On July 29, 2016, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937. Title I of HOTMA contains 14 different sections that impact the public housing and Section 8 programs.</p> <p>HOTMA 102/104</p> <p>HUD published a final rule on February 14, 2023, revising regulations related to income, assets, adjusted income, verification, and reexams (among others) to implement Sections 102 and 104 of HOTMA. While the new regulations were effective January 1, 2024, HUD has delayed the compliance date for HOTMA 102/104. Initially, HUD published a delayed compliance date of January 1, 2025, but HUD again delayed the compliance date for HOTMA 102/104 and no new date has been provided. <i>Compliance</i> with Sections 102 and 104 of HOTMA means not only applying HOTMA 102/104 regulations to affected programs but also reporting in HUD’s new Housing Information Portal (HIP) system. Currently, PHAs remain unable to comply with HOTMA 102/104 because compliance depends on transitioning from HUD’s IMS/PIC system (which is unable to accept HOTMA-compliant Form HUD-50058) to HUD’s new HIP system (which will be the only system that accepts HOTMA-compliant Form HUD-50058). PHAs cannot transition to HOTMA until HIP is in place, HOTMA-compliant, and accessible. However, HUD has determined that a few HOTMA 102/104 policies are not dependent on transition systems and easily isolated from other HOTMA 102/104 policy changes. These policies may be implemented prior to the migration to HIP.</p> <p>HUD stated that PHAs may update their policy documents before determining the date at which they will transition to all HOTMA Section 102 and 104 policies. HUD stated that in order to update their policy documents for HOTMA in this circumstance, PHAs may create an appendix that contains the HOTMA policies that will be incorporated at a later date. The model policy adopts such an approach. HOTMA 102/104 policies are provided in each affected area of the model policy. However, with the exception of the policies HUD has indicated may be adopted early, HOTMA policies that are “on hold” are indicated in the model policy as such. Further, an appendix has been provided to explicitly call out those policies that are on hold.</p>
2-16	<p>2-III.B. ORAL INTERPRETATION</p> <p>The PHA will offer competent interpretation services free of charge, upon request, to the LEP person.</p> <p><u>PHA Policy</u></p> <p>The PHA will utilize a language line for telephone interpreter services.</p> <p>When exercising the option to conduct remote hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.</p> <p>Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The PHA, at its discretion, may choose to use the language services even when LEP persons desire to</p>	<p>2-III.B. ORAL INTERPRETATION</p> <p>The PHA will offer competent interpretation services free of charge, upon request, to the LEP person.</p> <p><u>PHA Policy</u></p> <p>The PHA will utilize a language line for telephone interpreter services.</p> <p>When exercising the option to conduct remote hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.</p> <p>Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The PHA, at its discretion, may choose to use the language services even when LEP persons desire to</p>

	<p>use an interpreter of their choosing. The interpreter may be a family member or friend. If the interpreter chosen by the family is a minor, the PHA will not rely as on the minor to serve as the interpreter.</p> <p>The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.</p> <p>Where feasible and possible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.</p>	<p>use an interpreter of their choosing. The interpreter may be a family member or friend. If the interpreter chosen by the family is a minor, the PHA will not rely as on the minor to serve as the interpreter.</p> <p>The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.</p> <p>Where feasible and possible, according to its language assistance plan (LAP), the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.</p>
3-7	<p>3-I.J. GUESTS [24 CFR 5.100]</p> <p>A <i>guest</i> is defined as a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.</p> <p>The lease must provide that the tenant has the right to exclusive use and occupancy of the leased unit by the members of the household authorized to reside in the unit in accordance with the lease, including reasonable accommodation of their guests [24 CFR 966.4(d)]. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(f)].</p> <p><u>PHA Policy</u></p> <p>A resident family must notify the PHA when overnight guests will be staying in the unit for more than three days. A guest can remain in the unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period.</p> <p>A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.</p> <p>Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the public housing unit more than 50 percent of the time, are not subject to the time limitations of guests as described above.</p> <p>Former residents who have been evicted are not permitted as overnight guests.</p> <p>Guests who represent the public housing unit address as their residence address or address of record for receipt of benefits or any other purposes will be considered unauthorized occupants. In addition, guests who remain in the unit beyond the allowable time limit will be considered to be unauthorized occupants, and their presence constitutes a violation of the lease.</p>	<p>3-I.J. GUESTS [24 CFR 5.100]</p> <p>A <i>guest</i> is defined as a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.</p> <p>The lease must provide that the tenant has the right to exclusive use and occupancy of the leased unit by the members of the household authorized to reside in the unit in accordance with the lease, including reasonable accommodation of their guests [24 CFR 966.4(d)]. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(f)].</p> <p><u>PHA Policy</u></p> <p>A resident family must notify the PHA when overnight guests will be staying in the unit for more than three days. A guest can remain in the unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period.</p> <p>A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.</p> <p>Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the public housing unit more than 50 percent of the time, are not subject to the time limitations of guests as described above.</p> <p>Former residents who have been evicted are not permitted as overnight guests.</p> <p>Guests who represent the public housing unit address as their residence address or address of record for receipt of benefits or any other purposes will be considered unauthorized occupants. In addition, guests who remain in the unit beyond the allowable time limit will be considered be unauthorized occupants, and their presence constitutes a violation of the lease.</p>
3-11	<p>3-I.M. LIVE-IN AIDE</p> <p><i>Live-in aide</i> means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the person(s), (2) is not obligated for the support of the person(s), and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].</p> <p>The PHA must approve a live-in aide if needed as a reasonable accommodation for a person with disabilities in accordance with 24 CFR 8.</p>	<p>3-I.M. LIVE-IN AIDE</p> <p><i>Live-in aide</i> means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the person(s), (2) is not obligated for the support of the person(s), and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].</p> <p>The PHA must approve a live-in aide if needed as a reasonable accommodation for a person with disabilities in accordance with 24 CFR 8.</p> <p>A live-in aide is considered a household member but not a family member. The income of the live-in aide is not counted in determining</p>

	<p>A live-in aide is considered a household member but not a family member. The income of the live-in aide is not counted in determining the annual income of the family [24 CFR 5.609(c)(5)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. However, a relative who serves as a live-in aide is not considered a family member and would not be considered a remaining member of a tenant family.</p> <p><u>PHA Policy</u></p> <p>A family's request for a live-in aide may be made either orally or in writing. The PHA will verify the need for a live-in aide, if necessary, with a reliable, knowledgeable professional as provided by the family, such as a doctor, social worker, or case worker. For continued approval, the family may be required to submit a new, written request—subject to PHA verification—at each annual reexamination.</p> <p>In addition, the family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.</p> <p>The PHA has the discretion not to approve a particular person as a live-in aide, and may withdraw such approval, if [24 CFR 966.4(d)(3)(i)]:</p> <ul style="list-style-type: none"> The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program; The person has a history of drug-related criminal activity or violent criminal activity; or The person currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act. <p>Within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request, the PHA will notify the family of its decision in writing.</p>	<p>the annual income of the family [24 CFR 5.609(c)(5)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. However, a relative who serves as a live-in aide is not considered a family member and would not be considered a remaining member of a tenant family.</p> <p><u>PHA Policy</u></p> <p>A family's request for a live-in aide may be made either orally or in writing. The PHA will verify the need for a live-in aide, if necessary, with a reliable, knowledgeable professional as provided by the family, such as a doctor, social worker, or case worker, unless the disability-related need is apparent or known to the PHA. For continued approval, the family may be required to submit a new, written request—subject to PHA verification—at each annual reexamination.</p> <p>In addition, the family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.</p> <p>The PHA has the discretion not to approve a particular person as a live-in aide, and may withdraw such approval, if [24 CFR 966.4(d)(3)(i)]:</p> <ul style="list-style-type: none"> The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program; The person has a history of drug-related criminal activity or violent criminal activity; or The person currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act. <p>Within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request, the PHA will notify the family of its decision in writing.</p>
3-16	<p>3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218, Notice PIH 2018-24]</p> <p>The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN. If a child under age six has been added to an applicant family within the six months prior to program admission, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of admission. A detailed discussion of acceptable documentation is provided in Chapter 7.</p> <p>Note: These requirements do not apply to noncitizens who do not contend eligible immigration status. In addition, each participant who has not previously disclosed an SSN, has previously disclosed an SSN that HUD or the SSA determined was invalid, or has been issued a new SSN must submit their complete and accurate SSN and the documentation required to verify the SSN at the time of the next interim or annual reexamination or recertification. Participants age 62 or older as of January 31, 2010, whose determination of eligibility was begun before January 31, 2010, are exempt from this requirement and remain exempt even if they move to a new assisted unit.</p> <p>The PHA must deny assistance to an applicant family if they do not meet the SSN disclosure and documentation requirements contained in 24 CFR 5.216.</p>	<p>3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218, Notice PIH 2018-24]</p> <p>The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN. If a child under age six has been added to an applicant family within the six months prior to program admission, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of admission. A detailed discussion of acceptable documentation is provided in Chapter 7.</p> <p>Note: These requirements do not apply to noncitizens who do not contend eligible immigration status.</p> <p>In addition, each participant who has not previously disclosed an SSN, has previously disclosed an SSN that HUD or the SSA determined was invalid, or has been issued a new SSN must submit their complete and accurate SSN and the documentation required to verify the SSN at the time of the next interim or annual reexamination or recertification. Participants aged 62 or older as of January 31, 2010, whose determination of eligibility was begun before January 31, 2010, are exempt from this requirement and remain exempt even if they move to a new assisted unit.</p> <p>The PHA must deny assistance to an applicant family if they do not meet the SSN disclosure and documentation requirements contained in 24 CFR 5.216.</p>

3-17	<p>3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.232]</p> <p>HUD requires each adult family member, and the head of household, spouse, or cohead, regardless of age, to sign form HUD-9886, Authorization for the Release of Information Privacy Act Notice, the form HUD-52675, Debts Owed to Public Housing Agencies and Terminations, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 7 provides detailed information concerning the consent forms and verification requirements. The consent form remains effective until the family is denied assistance, assistance is terminated, or the family provides written notification to revoke consent.</p> <p>The PHA must deny admission to the program if any member of the applicant family fails to sign and submit consent forms which allow the PHA to obtain information that the PHA has determined is necessary in administration of the public housing program [24 CFR 960.259(a) and (b) and 24 CFR 5.232(a)].</p> <p>However, this does not apply if the applicant or participant, or any member of their family, revokes their consent with respect to the ability of the PHA to access financial records from financial institutions, unless the PHA establishes a policy that revocation of consent to access financial records will result in denial or termination of assistance or admission [24 CFR 5.232(c)].</p> <p><u>PHA Policy</u></p> <p>The PHA has established a policy that the family's revocation of consent to allow the PHA to access records from financial institutions will result in denial of admission.</p>	<p>3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.230 and 24 CFR 5.232]</p> <p>HUD requires each adult family member, and the head of household, spouse, or cohead, regardless of age, to sign form HUD-9886-A, Authorization for the Release of Information Privacy Act Notice, the form HUD-52675, Debts Owed to Public Housing Agencies and Terminations, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 7 provides detailed information concerning the consent forms and verification requirements. The consent form remains effective until the family is denied assistance, assistance is terminated, or the family provides written notification to revoke consent.</p> <p>The PHA must deny admission to the program if any member of the applicant family fails to sign and submit consent forms which allow the PHA to obtain information that the PHA has determined is necessary in administration of the public housing program [24 CFR 960.259(a) and (b) and 24 CFR 5.232(a)].</p> <p><u>Upon the PHA's HOTMA 102/104 compliance date, the following on revocation of consent is added:</u></p> <p>However, this does not apply if the applicant or participant, or any member of their family, revokes their consent with respect to the ability of the PHA to access financial records from financial institutions, unless the PHA establishes a policy that revocation of consent to access financial records will result in denial <u>of admission</u> or termination of assistance <u>or admission</u> [24 CFR 5.232(c)].</p> <p><u>PHA Policy</u></p> <p>The PHA has established a policy that the family's revocation of consent to allow the PHA to access records from financial institutions will result in denial of admission.</p>
7-1	<p>PART I: GENERAL VERIFICATION REQUIREMENTS</p> <p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 960.259; 24 CFR 5.230; and Notice PIH 2023-27]</p> <p>Consent Forms</p> <p>The family must supply any information that the PHA or HUD determines is necessary to the administration of the program and must consent to PHA verification of that information [24 CFR 960.259(a)(1)]. All adult family members must sign consent forms as needed to collect information relevant to the family's eligibility and level of assistance. While PHAs must use form HUD-9886-A, this form does not release all the information necessary to the administration of the program. The PHA must also develop its own release forms to cover all other necessary information.</p> <p>Form HUD-9886-A [24 CFR 5.230(b)(1), (b)(2), (c)(4), and (c)(5); Notice PIH 2023-27]</p> <p>All adult applicants and tenants must sign form HUD-9886-A, Authorization for Release of Information. All adult family members (and the head and spouse/cohead regardless of age) are required to sign the Form HUD-9886-A at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886-A at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886-A be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886-A at their next interim or annual reexamination. This form will only be signed once. Another Form HUD-9886-A will not be submitted to the PHA except under the following circumstances:</p> <ul style="list-style-type: none"> • When any person 18 years or older becomes a member of the family; • When a current member of the family turns 18; or • As required by HUD or the PHA in administrative instructions. <p>The PHA has the discretion to establish policies around when family members must sign consent forms when they turn 18. PHAs must</p>	<p>PART I: GENERAL VERIFICATION REQUIREMENTS</p> <p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 960.259, 24 CFR 5.230; and Notice PIH 2023-27]</p> <p>Consent Forms</p> <p>The family must supply any information that the PHA or HUD determines is necessary to the administration of the program and must consent to PHA verification of that information [24 CFR 960.259(a)(1)]. All adult family members must sign consent forms as needed to collect information relevant to the family's eligibility and level of assistance. While PHAs must use form HUD-9886-A, this form does not release all the information necessary to the administration of the program. The PHA must also develop its own release forms to cover all other necessary information.</p> <p>Form HUD-9886-A [24 CFR 5.230(b)(1), (b)(2), (c)(4), and (c)(5); Notice PIH 2023-27]</p> <p>All adult applicants and tenants must sign form HUD-9886-A, Authorization for Release of Information. All adult family members (and the head and spouse/cohead regardless of age) are required to sign the Form HUD-9886-A at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886 at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886-A be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886-A at their next interim or annual reexamination. This form will only be signed once. Another Form HUD-9886-A will not be submitted to the PHA except under the following circumstances:</p> <ul style="list-style-type: none"> • When any person 18 years or older becomes a member of the family; • When a current member of the family turns 18; or • As required by HUD or the PHA in administrative instructions. <p>The PHA has the discretion to establish policies around when family members must sign consent forms when they turn 18. PHAs must establish these policies stating when family members will be required to sign consent forms at intervals other than at reexamination.</p> <p><u>PHA Policy</u></p>

	<p>establish these policies stating when family members will be required to sign consent forms at intervals other than at reexamination.</p> <p><u>PHA Policy</u></p> <p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886-A within 10 business days of turning 18 years of age.</p> <p>The purpose of form HUD-9886-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).</p> <p>The PHA may obtain any financial record from any financial institution, as the terms financial record and financial institution are defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the PHA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].</p> <p>The executed form will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the PHA to revoke consent.</p> <p>Penalties for Failing to Consent [24 CFR 5.232]</p> <p>If any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate the lease of tenants. The family may request a hearing in accordance with the PHA's grievance procedures.</p>	<p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886-A within 10 business days of turning 18 years of age.</p> <p>The purpose of form HUD-9886-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).</p> <p>The PHA may obtain any financial record from any financial institution, as the terms financial record and financial institution are defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the PHA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits [24 CFR 5.230(c)(4)].</p> <p>The executed form will remain effective until the family is denied assistance, assistance is terminated, or the family provides written notification to the PHA to revoke consent.</p> <p>Penalties for Failing to Consent [24 CFR 5.232]</p> <p>If any family member who is required to sign a consent form fails to do so, the PHA must deny admission to applicants and terminate the lease of tenants [24 CFR 5.232(a)]. The family may request a hearing in accordance with the PHA's grievance procedures.</p> <p>However, this does not apply if the applicant, participant, or any member of their family, revokes their consent with respect to the ability of the PHA to access financial records from financial institutions, unless the PHA establishes a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance [24 CFR 5.232(c)]. PHAs may not process interim or annual reexaminations of income without the family's executed consent forms.</p> <p><u>PHA Policy</u></p> <p>The PHA has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with PHA policy.</p> <p>In order for a family to revoke their consent, the family must provide written notice to the PHA.</p> <p>Within 10 business days of the date the family provides written notice, the PHA will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, the PHA will notify the local HUD office.</p>
9-5	<p>9-I.D. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION [24 CFR 5.609(c)(2) and Notice PIH 2023-27]</p> <p>The PHA must determine the income of the family for the previous 12-month period and use this amount as the family income for annual reexaminations, except where the PHA uses a streamlined income determination as indicated in Chapter 7 of this policy. The PHA may also use Safe harbor income determinations dated within the last 12 months from a means-tested federal public assistance program at annual reexamination as outlined in Chapter 7 of this policy.</p> <p>Except when using streamlined or safe harbor income determinations, in determining the income of the family for the previous 12-month period, any change of income since the family's last annual reexamination, including those that did not meet the threshold to process an interim reexamination in accordance with PHA policies and 24 CFR 5.657(c) or 960.257(b) must be considered.</p> <p>Income from assets is always anticipated, irrespective of the income examination type.</p>	<p>9-I.D. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION [24 CFR 5.609(c)(2) and Notice PIH 2023-27]</p> <p>The PHA must determine the income of the family for the previous 12-month period and use this amount as the family income for annual reexaminations, except where the PHA uses a streamlined income determination as indicated in Chapter 7 of this policy. The PHA may also use Safe Harbor income determinations dated within the last 12 months from a means-tested federal public assistance program at annual reexamination as outlined in Chapter 7 of this policy. Except when using streamlined or Safe Harbor income determinations, in determining the income of the family for the previous 12-month period, any change of income since the family's last annual reexamination, including those that did not meet the threshold to process an interim reexamination in accordance with PHA policies and 24 CFR 5.657(c) or 960.257(b) must be considered. Income from assets is always anticipated, irrespective of the income examination type.</p> <p>A change in income may be a loss of income or the addition of a new source of income. Changing to a different employer in the prior year does not necessarily constitute a change if the income earned from</p>

	<p>A change in income may be a loss of income or the addition of a new source of income. Changing to a different employer in the prior year does not necessarily constitute a change if the income earned from either employer is substantially the same. The PHA should look at the entirety of the family's unearned income and earned income from the prior year in which earned income may have been one constant job or many different jobs that start and stop.</p> <p>Cost of Living Adjustments (COLA) to Social Security income and Social Security disability income are always considered changes to income because the COLA is an adjustment that automatically occurs annually by law. See Chapter 6 for PHA policies on when the COLA is applied and Chapter 7 on streamlined determination of income for inflationary adjustments.</p> <p>Notice PIH 2023-27 lists the following steps to calculate both earned and unearned income at annual reexamination.</p> <p>Step 1: The PHA determines annual income for the previous 12-month period by reviewing the following information:</p> <ul style="list-style-type: none"> • The EIV Income Report pulled within 120 days of the effective date of the annual reexamination; • The income reported on the most recent HUD-50058; and • The amount of prior-year income reported by the family on the PHA's annual reexamination paperwork. <p>Step 2: The PHA takes into consideration any interim reexamination of family income completed since the last annual reexamination.</p> <ul style="list-style-type: none"> • If there was an interim reexamination performed, the PHA must use the annual income from the interim to determine the family's total annual income, provided there are no additional changes. • If the PHA did not perform an interim or there have been changes since the last reexamination, the PHA moves to Step 3. <p>Step 3: If there were changes in annual income not processed by the PHA since the last reexamination, the PHA must use current income. The family will be required to report their income for the prior year and whether there have been permanent changes.</p> <p>If there are no reported changes to an income source, the PHA may use documentation of prior-year income to calculate the annual income. For example, the PHA may use the following documentation:</p> <ul style="list-style-type: none"> • EIV + self-certification (wages, Supplemental Security Income (SSI), Social Security, and unemployment) • Current written third-party verification from the source verifying prior-year income that is dated within 120 days of receipt by the PHA, for example: <ul style="list-style-type: none"> - Year-end statements - Paycheck with year-to-date amounts - Tax forms (Form 1040, W2, 1099, etc.) <p>If there are reported changes by the family or the PHA notes discrepancies between EIV and what the family reports, the PHA must follow the verification hierarchy (described in Chapter 7) to document and verify income. Exhibit 9-1 provides detailed examples of how the PHA calculates income from different sources at annual reexamination using the above method.</p> <p style="text-align: center;">PHA Policy</p> <p>When income is calculated using a streamlined income determination or Safe Harbor determination from a means-tested federal public assistance program in accordance with PHA policies in Chapter 7, the above is not applicable. However, where the family disagrees with the PHA or other agency's determination of income or the PHA has other reason to use third-party verification in these circumstances, then the above will apply.</p>	<p>either employer is substantially the same. The PHA should look at the entirety of the family's unearned income and earned income from the prior year in which earned income may have been one constant job or many different jobs that start and stop.</p> <p>Cost of Living Adjustments (COLA) to Social Security income and Social Security disability income are always considered changes to income because the COLA is an adjustment that automatically occurs annually by law. See Chapter 6 for PHA policies on when the COLA is applied and Chapter 7 on streamlined determination of income for inflationary adjustments.</p> <p>Notice PIH 2023-27 lists the following steps to calculate both earned and unearned income at annual reexamination.</p> <p>Step 1: The PHA determines annual income for the previous 12-month period by reviewing the following information:</p> <ul style="list-style-type: none"> • The EIV Income Report pulled within 120 days of the effective date of the annual reexamination; • The income reported on the most recent HUD-50058; and • The amount of prior-year income reported by the family on the PHA's annual reexamination paperwork. <p>Step 2: The PHA takes into consideration any interim reexamination of family income completed since the last annual reexamination.</p> <ul style="list-style-type: none"> • If there was an interim reexamination performed <u>within the last reexamination cycle and there are no additional changes</u>, the PHA must use the annual income from the interim to determine the family's total annual income, provided there are no additional changes. <u>The PHA may use verification obtained from the interim for this step.</u> • If the PHA did not perform an interim or there have been changes since the last reexamination, the PHA moves to Step 3. <p>Step 3: If there were changes in annual income not processed by the PHA since the last reexamination, the PHA must use current income. The family will be required to report their income for the prior year and whether there have been permanent changes.</p> <p>If there are no reported changes to an income source, the PHA may use documentation of prior-year income to calculate the annual income. For example, the PHA may use the following documentation:</p> <ul style="list-style-type: none"> • EIV + self-certification (wages, Supplemental Security Income (SSI), Social Security, and unemployment) • Current written third-party verification from the source verifying prior-year income that is dated within 120 days of receipt by the PHA, for example: <ul style="list-style-type: none"> - Year-end statements - <u>Paycheck Paystub</u> with year-to-date amounts - Tax forms (Form 1040, W2, 1099, etc.) <p>If there are reported changes by the family or the PHA notes discrepancies between EIV and what the family reports, the PHA must follow the verification hierarchy (described in Chapter 7) to document and verify income. Exhibit 9-1 provides detailed examples of how the PHA calculates income from different sources at annual reexamination using the above method.</p> <p>When income is calculated using a streamlined income determination or Safe Harbor determination from a means-tested federal public assistance program in accordance with PHA policies in Chapter 7, the above is not applicable. However, where the family disagrees with the PHA or other agency's determination of income or the PHA has other reason to use third-party verification in these circumstances, then the above will apply.</p>
9-13	9-III.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION	9-III.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION Reporting

<p>Reporting</p> <p>PHAs must require families to report household composition changes; however, PHAs determine the timeframe in which reporting happens [Notice PIH 2023-27]. The PHA must adopt policies prescribing when and under what conditions the family must report changes in family composition [24 CFR 960.257(b)(5)].</p> <p>Changes in family or household composition may make it appropriate to consider transferring the family to comply with occupancy standards. Policies related to such transfers are located in Chapter 12.</p> <p><u>PHA Policy</u></p> <p>All families, those paying income-based rent as well as flat rent, must report all changes in family and household composition that occur between annual reexaminations (or annual updates) within 10 business days of the change.</p> <p>The PHA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.</p> <p>New Family Members <u>Not</u> Requiring Approval</p> <p>The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify the PHA of the addition [24 CFR 966.4(a)(1)(v)].</p> <p><u>PHA Policy</u></p> <p>The family must inform the PHA of the birth, adoption, or court-awarded custody of a child within 10 business days.</p> <p>New Family and Household Members Requiring Approval</p> <p>With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 966.4(a)(1)(v)] or other household member (live-in aide or foster child) [24 CFR 966.4(d)(3)].</p> <p>The PHA may adopt reasonable policies concerning residence by a foster child or a live-in aide, and defining the circumstances in which PHA consent will be given or denied. Under such policies, the factors considered by the PHA may include [24 CFR 966.4(d)(3)(i)]:</p> <ul style="list-style-type: none"> Whether the addition of a new occupant may necessitate a transfer of the family to another unit, and whether such units are available. The PHA's obligation to make reasonable accommodation for persons with disabilities. <p><u>PHA Policy</u></p> <p>Families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.</p> <p>If adding a person to a household (other than a child by birth, adoption, or court-awarded custody) will require a transfer to a larger size unit (under the transfer policy in Chapter 12), the PHA will approve the addition only if the family can demonstrate that there are medical needs or other extenuating circumstances, including reasonable accommodation, that should be considered by the PHA. Exceptions will be made on a case-by-case basis.</p> <p>The PHA will not approve the addition of a new family or household member unless the individual meets the PHA's</p>	<p>PHAs must require families to report household composition changes; however, PHAs determine the timeframe in which reporting happens [Notice PIH 2023-27]. The PHA must adopt policies prescribing when and under what conditions the family must report changes in family composition [24 CFR 960.257(b)(5)].</p> <p>Changes in family or household composition may make it appropriate to consider transferring the family to comply with occupancy standards. Policies related to such transfers are located in Chapter 12.</p> <p><u>PHA Policy</u></p> <p>All families, those paying income-based rent as well as flat rent, must report all changes in family and household composition that occur between annual reexaminations (or annual updates) within 10 business days of the change.</p> <p>The PHA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.</p> <p>New Family Members <u>Not</u> Requiring Approval</p> <p>The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify the PHA of the addition [24 CFR 966.4(a)(1)(v)].</p> <p>New Family and Household Members Requiring Approval</p> <p>With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 966.4(a)(1)(v)] or other household member (live-in aide or foster child) [24 CFR 966.4(d)(3)].</p> <p>The PHA may adopt reasonable policies concerning residence by a foster child or a live-in aide and defining the circumstances in which PHA consent will be given or denied. Under such policies, the factors considered by the PHA may include [24 CFR 966.4(d)(3)(i)]:</p> <ul style="list-style-type: none"> Whether the addition of a new occupant may necessitate a transfer of the family to another unit, and whether such units are available. The PHA's obligation to make reasonable accommodation for persons with disabilities. <p><u>PHA Policy</u></p> <p>Families must request PHA approval to add a new family member (other than due to birth, adoption, or court-awarded custody), live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.</p> <p>If adding a person to a household (other than a child by birth, adoption, or court-awarded custody) will require a transfer to a larger size unit (under the transfer policy in Chapter 12), the PHA will approve the addition only if the family can demonstrate that there are medical needs or other extenuating circumstances, including reasonable accommodation, that should be considered by the PHA. Exceptions will be made on a case-by-case basis.</p> <p>The PHA will not approve the addition of a new family or household member unless the individual meets the PHA's eligibility criteria (see Chapter 3) and documentation requirements (See Chapter 7, Part II).</p> <p>If the PHA determines that an individual does not meet the PHA's eligibility criteria or documentation requirements, the PHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.</p> <p>The PHA will make its determination within 10 business days of receiving all information required to verify the individual's eligibility.</p>
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	<p>eligibility criteria (see Chapter 3) and documentation requirements (See Chapter 7, Part II).</p> <p>If the PHA determines that an individual does not meet the PHA's eligibility criteria or documentation requirements, the PHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.</p> <p>The PHA will make its determination within 10 business days of receiving all information required to verify the individual's eligibility.</p> <p>Departure of a Family or Household Member</p> <p><u>PHA Policy</u></p> <p>If a family member ceases to reside in the unit, the family must inform the PHA within 10 business days. This requirement also applies to family members who had been considered temporarily absent, who are now permanently absent.</p> <p>If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform the PHA within 10 business days</p>	
9-19	<p>Family Reporting</p> <p>The PHA must adopt policies consistent with HUD regulations prescribing when and under what conditions the family must report a change in family income or composition [24 CFR 960.257(b)(5)].</p> <p>PHA policy may require families to report only changes that the family estimates meet the threshold for an interim reexamination or the PHA may establish policies requiring that families report all changes in income and household composition, and the PHA will subsequently determine if the change requires an interim reexamination [Notice PIH 2023-27].</p> <p>When the PHA determines that an interim reexamination of income is necessary, they must ask the family to report changes in all aspects of adjusted income. For example, if the family is reporting a decrease in adjusted income that is more than 10 percent, but the family also had a change in assets that would result in a change in income, the change in assets must also be reviewed [Notice PIH 2023-27].</p> <p><u>PHA Policy</u></p> <p>The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect. The family may notify the PHA of changes either orally or in writing. If the family provides oral notice, the PHA may also require the family to submit the changes in writing.</p> <p>Within 10 business days of the family reporting the change, the PHA will determine whether the change will require an interim reexamination.</p> <p>If the change will not result in an interim reexamination, the PHA will note the information in the tenant file but will not conduct an interim reexamination. The PHA will send the family written notification within 10 business days of making this determination informing the family that the PHA will not conduct an interim reexamination.</p>	<p>Family Reporting</p> <p>The PHA must adopt policies consistent with HUD regulations prescribing when and under what conditions the family must report a change in family income or composition [24 CFR 960.257(b)(5)].</p> <p>PHA policy may require families to report only changes that the family estimates meet the threshold for an interim reexamination or the PHA may establish policies requiring that families report all changes in income and household composition, and the PHA will subsequently determine if the change requires an interim reexamination [Notice PIH 2023-27].</p> <p>When the PHA determines that an interim reexamination of income is necessary, they must ask the family to report changes in all aspects of adjusted income. For example, if the family is reporting a decrease in adjusted income that is more than 10 percent, but the family also had a change in assets that would result in a change in income, the change in assets must also be reviewed [Notice PIH 2023-27].</p> <p><u>PHA Policy</u></p> <p>The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect. The family may notify the PHA of changes either orally or in writing, including email. If the family provides oral notice, the PHA may also require the family to submit the changes in writing, including email.</p> <p>Within 10 business days of the family reporting the change, the PHA will determine whether the change will require an interim reexamination.</p> <p>If the change will not result in an interim reexamination, the PHA will note the information in the tenant file but will not conduct an interim reexamination. The PHA will send the family written notification (which may be emailed) within 10 business days of making this determination informing the family that the PHA will not conduct an interim reexamination.</p> <p>If the change will result in an interim reexamination, the PHA will determine the documentation the family will be required to</p>

	<p>If the change will result in an interim reexamination, the PHA will determine the documentation the family will be required to submit based on the type of change reported and PHA policies in Chapter 7. The PHA will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within 10 business days of receiving a request from the PHA. This time frame may be extended for good cause with PHA approval. The PHA will accept required documentation by mail, email, fax, or in person. The PHA will conduct the interim within a reasonable time period based on the amount of time it takes to verify the information.</p> <p>Generally, the family will not be required to attend an interview for an interim reexamination. However, if the PHA determines that an interview is warranted, the family may be required to attend</p>	<p>submit based on the type of change reported and PHA policies in Chapter 7. The PHA will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within 10 business days of receiving a request from the PHA. This time frame may be extended for good cause with PHA approval. The PHA will accept required documentation by mail, email, fax, or in person. The PHA will conduct the interim within a reasonable time period based on the amount of time it takes to verify the information.</p> <p>Generally, the family will not be required to attend an interview for an interim reexamination. However, if the PHA determines that an interview is warranted, the family may be required to attend.</p>
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**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Rickelle Williams, the City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2026-2030** and/or Annual PHA Plan for fiscal
year **2026** of the **FL010 - HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or strategies to:

City of Fort Lauderdale

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The City's Consolidated Plan is a comprehensive strategy used to address housing, economic and community development needs throughout the City. The Housing Authority (PHA) plans to create additional affordable housing using Section 8 vouchers, Low-Income Housing Tax Credits, Bonds, etc. Additionally, as part of the PHA's plan, they will convert the remaining housing units, improving the quality of their housing. Providing affordable housing (homeownership or rental) for very-low, low and moderate income individuals/families is a major component of the City's Consolidated Plan. Additionally, improving the quality of their housing units enhances the area. The PHA Plan is consistent with the City of Fort Lauderdale 2025-2029 HUD Consolidated Plan.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802).

Name of Authorized Official: Rickelle Williams	Title: City Manager
Signature:	Date:

This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Form identification: FL010 - HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE form HUD-50077-SL (Form ID - 5308) printed by Michelle Cardoso in HUD Secure Systems/Public Housing Portal at 08/20/2025 01:31PM EST

Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 09/30/2027

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 01/2026, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

 903.7a Housing Needs

X 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

 903.7c Financial Resources

X 903.7d Rent Determination Policies

 903.7h Demolition and Disposition

 903.7k Homeownership Programs

X 903.7r Additional Information

X A. Progress in meeting 5-year mission and goals

X B. Criteria for substantial deviation and significant amendments

X C. Other information requested by HUD

 (1) Resident Advisory Board consultation process

 (2) Membership of Resident Advisory Board

X (3) Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHA's should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on marital status and will not otherwise discriminate because of sex.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety

Standards Act.

17. The PHA will keep records in accordance with 24 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE

FL010

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

X Annual PHA Plan for Fiscal Year 2026

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Interim Executive Director: Mr. Michael Tadros	Name of Board Chairman: Dr. Nicholas Tranakas
Signature: _____ Date: _____	Signature: _____ Date: _____

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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Form identification: *FL010-HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE form HUD-50077-CRT-SM (Form ID -218) printed by Michelle Cardoso in HUD Secure Systems/Public Housing Portal at 08/20/25, 01:31 PM EST*

NOTICE OF PUBLIC FORUM

Annual Agency Plan 2026

The Public Forum of The Housing Authority of the City of Fort Lauderdale (HACFL) will be held at 6:00 PM, Wednesday, October 8, 2025, at the Sailboat Bend Apartments Community Room, 425 SW 4 Avenue, Fort Lauderdale, Florida 33315.

The Public Forum is open to all residents of the Housing Authority of the City of Fort Lauderdale, as well as the general public. It provides an opportunity to share comments and/or suggestions regarding the Agency's Annual Plan for Fiscal Year 2026.

A copy of this plan is available for review at the Central Office located at 437 SW 4 Avenue, Suite 101, Fort Lauderdale, FL 33315, the Robert P. Kelley Building located at 500 W Sunrise Blvd., Fort Lauderdale, FL 33311 and at www.hacfl.com. The Plan will be posted for 45 days, beginning on August 22, 2025.

NOTE: Persons with disabilities needing a reasonable accommodation to effectively participate in the Public Forum should contact the Housing Authority at (954) 556- 4100, ext. 2105 or via email at hacfl-info@hacfl.com at least 5 days prior to the meeting.