

**Proposed Summary of Changes**  
**2020 Housing Choice Voucher (HCV) Administrative Plan**  
**Effective January 1, 2020**

Below is a summary of changes incorporated into the 2020 HCV Administrative Plan.

**Chapter 1: Statement of Policies and Objectives**

1. Section 1.3 – Added the 3 VASH vouchers awarded by HUD in 2018 to the HCV City Administrative Plan.
2. Section 1.12 – Document Reproduction Policy: Removed policy to align with HMD resulting in no fees for document reproduction.
3. Section 1.14.2 – Correcting the reference to “mental retardation” to the new legal reference of “intellectual disability.”
4. Section 1.14.5 – Requesting a Reasonable Accommodation: Added language allowing for Senior Manager review in the event an appeal is requested.

**Chapter 2: Applications and Interest List**

5. Section 2.6 – The policy is being updated to clarify what information is gathered for the head of household, co-head/spouse on the online pre-application.

**Chapter 3: Selection from the Interest List for Admission**

6. Section 3.3 – Method of Selection: Clarified language on how preference are applied to the random draw and placed on the waiting list.
7. **Section 3.4.1** – Local Preferences, Displacement Referrals – Added additional language when displacement referrals is received from a unit of government to coordinate referral with the Agency.

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<sup>1</sup>Law signed in 2016 that provides updates and improvements to statutes that authorize and prescribe requirements for multiple HUD programs.

#### **Chapter 4: Eligibility for Admission**

8. Section 4.4 – Definitions Related to Family Composition: Added language prohibiting applications or vouchers to be issued to individuals not listed on the pre-application when the original HOH is no longer interested in receiving assistance.
9. Section 4.4.4 - Live-In Aide: Added language consistent with 24 CFR 5.403 stating that the owner of a unit may never be a live-in aide.
10. Section 4.7 – Applicant Family Breakups – Aligned the title of this section with 24 CFR 982.315 and added language from CFR part 5, subpart L that VAWA victims retain assistance in the event of a family break-up.

#### **Chapter 5: Subsidy Standards**

11. Section 5.2 – Subsidy/Voucher Size: Updated the language clarifying FH will expend HAP within its eligible Budget Authority.

#### **Chapter 6: Income and Rent Determinations**

12. Section 6.2.2 – Annual Income Exclusions: Added Achieving a Better Life Experience (ABLE) account language consistent with the ABLE Act of 2014.

#### **Chapter 7: Verification Procedures**

13. Section 7.3.1, 7.3.2, and 7.4.1 – Hierarchy of Verification: Added HUD's mandatory Income Validation Tool Language.
14. Section 7.5.2 – Updated the time frame for which applicants must submit a current benefit letter from the Social Security Administration for purposes of verifying Supplemental Security Income (SSI).
15. Section 7.9.8 – Verification of Social Security Numbers: Added HUD's mandatory language regarding acceptance of Social Security documents.

#### **Chapter 8: Voucher Issuance and Briefings**

16. Section 8.6 - Applicant Family Breakups – Aligned the title of this section with 24 CFR 982.315 and added language from CFR part 5, subpart L that VAWA victims retain assistance in the event of a family break-up.

### *Chapter 10: Housing Quality Standards and Inspections*

17. **Section 10.4.1** – Changed policy so that emergency deficiencies not corrected with 24 hours would result in a HAP abatement but the contract would not be cancelled, unless the deficiencies were not corrected within 5 days from the reinspection date, in which case the contract would cancel.

### *Chapter 13: Allowable Moves and Portability*

18. **Section 13.7.2** – Exceptions to the non-resident restriction: Added an exception to the Non-Resident restriction exception for moving due to Natural Disaster as specified in chapter 3.4.1.

### *Chapter 14: Contract Terminations*

19. **Section 14.4.3** – Updating the language to include “other” good cause as not a valid reason when an owner seeks to terminate the lease when in foreclosure status in accordance with the Foreclosure Act of 2009.

### *Chapter 17: Continuum of Care*

20. **Section 17.18** – Updating the policy to align with changes made in the prior year, allowing families 30 days to report changes in household composition and/or income.

### *Chapter 22: Project Based Vouchers (PBV)*

21. **Section 22.21** – Updating the policy to clarify that PBV applicants receive the same briefing materials as a Housing Choice Voucher (HCV) applicant.