

## HACP Housing Choice Voucher Program Administrative Plan, February 2019

Chapter and Section	Current Admin Plan Language	Proposed Admin Plan Language
2-II.F	<p><b><u>HACP Policy</u></b>            To meet the needs of persons with hearing impairments, TTD/TTY (text telephone display / teletype) communication will be available. To meet the needs of persons with vision impairments, large-print and audio versions of key program documents will be made available upon request. When visual aids are used in public meetings or presentations, or in meetings with HACP staff, one-on-one assistance will be provided upon request.</p>	<p><b><u>HACP Policy</u></b>            To meet the needs of persons with hearing impairments, TTD/TTY (text telephone display / teletype) communication will be available. To meet the needs of persons with vision impairments, large-print and other alternative forms of translation of key program documents will be made available upon request. When visual aids are used in public meetings or presentations, or in meetings with HACP staff, one-on-one assistance will be provided upon request.</p>
5-II.B	<ul style="list-style-type: none"> <li>• Parents/Guardians must show proof they have a physical custody order of a child for whom they are requesting a bedroom or the parent/guardian must show proof that the child/ren are expected to be physically in the home overnight for more than 185 days within a twelve (12) month period.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/Guardians must show proof they have a physical custody order or some other supporting documentation of custody/residency of a child for whom they are requesting a bedroom or the parent/guardian must show proof that the children are expected to be physically in the home overnight for more than 185 days within a twelve (12) month period. All documentation is subject to HCV Department approval. Other types of documentation can include but are not limited to:               <ul style="list-style-type: none"> <li>a) School records</li> <li>b) Notarized affidavit from all legal guardians mutually agreeing to custody and primary residence of the child.</li> </ul> </li> </ul>
7-III.E	<p><b>Assets Disposed of for Less than Fair Market Value</b>            The family must certify whether any assets have been disposed of for less than fair market value in the preceding two years. PHA needs to verify only those certifications that warrant documentation [HCV GB, p. 5-28].</p> <p><b><u>HACP Policy</u></b>            HACP will verify the value of assets disposed of only if:            HACP does not already have a reasonable estimation of its value from previously collected information, or            The amount reported by the family in the certification appears obviously in error.</p>	<p><b>Assets Disposed of for Less than Fair Market Value</b>            The family must certify whether any assets have been disposed of for less than fair market value in the preceding two years. PHA needs to verify only those certifications that warrant documentation [HCV GB, p. 5-28].</p> <p><b><u>HACP Policy</u></b>            HACP will verify the value of assets disposed of only if:            HACP does not already have a reasonable estimation of its value from previously collected information, or            The amount reported by the family in the certification appears obviously in error.</p> <p><b><u>Asset Verification</u></b>  <b><u>HACP Policy:</u></b>            In accordance with Notice PIH 2016-05)(24 CFR §§982.516),</p>

		<p>HACP must obtain third-party verification of all assets of any family: (1) Upon admitting a family (or new family member) to the HCV Program, (2) then again at least every 3 years thereafter.</p> <p><b><u>Verification of Assets of \$5,000 or More</u></b></p> <p>Where the family has net family assets in excess of \$5,000, the PHA must obtain supporting documentation (e.g. bank statements) from the family to confirm the assets.</p> <p><b><u>HACP Policy:</u></b></p> <p>HACP will follow HUD’s Verification Hierarchy (Notice PIH 2017-12), which includes third party verification of all assets when the family has net assets in excess of \$5,000.</p> <p><b><u>Family Declaration of Assets of Less than \$5,000</u></b></p> <p><b><u>HACP Policy:</u></b></p> <p>During the intervening annual and interim reexaminations, HACP may accept a family’s declaration that it has total net assets less than \$5,000, without taking additional steps to verify the accuracy of the declaration, or obtaining third party verification, as outlined in Notice PIH 2016–05 (24 CFR §§982.516).</p>
<p>3-I.M</p>	<p><b><u>HACP Policy</u></b></p> <p>A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to HACP 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><b><u>HACP Policy</u></b></p> <p>A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to HACP 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</p> <ol style="list-style-type: none"> <li>(1) not obligated for the support of the person(s) needing the care,</li> <li>(2) would not be living in the unit except to provide the necessary supportive services,</li> <li>(3) is qualified to provide the needed care</li> <li>(4) was not part of the household prior to receiving program assistance (within the last 6 months)</li> <li>(5) there is no other reason for the aide to reside in the unit (i.e. the individual can demonstrate they have a previous residence they left</li> </ol>

		in good standing), and (6) aide and the participant will maintain separate finances.
3-I.M	The HACP will notify the family of its decision in writing within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request.	The HACP will notify the family of its decision in writing within 30 calendar days of receiving a request for a live-in aide, including all required documentation related to the request.
3-III.D	A criminal background check will be performed on all applicants for housing and, subject to the considerations noted below (e.g., evidence of rehabilitation, additional reasons for denial, denied for life, etc.), the information will lead to a decision based on the following: HACP shall deny admission to an applicant who has been incarcerated for any reason within the previous six months from the date of application.	A criminal background check will be performed on all applicants for housing and, subject to the considerations noted below (e.g., evidence of rehabilitation, additional reasons for denial, denied for life, etc.).
3-III.D	For the purpose of this Policy, if any member of the applicant family is currently charged with any of the following listed offenses, including offenses listed in subsequent sections on 10 Year Denial, Denial for Sex Offenders and Denied for Life sections, they will be determined to have engaged in criminal activity, drug-related criminal activity or violent criminal activity and will be denied admission while the charges are pending. An ARD placement shall not be considered a conviction for these purposes.	For the purpose of this Policy, if any member of the applicant family is currently charged with any of the following listed offenses, including offenses listed in subsequent sections on 10 Year Denial, Denial for Sex Offenders and Denied for Life sections, they may be determined to have engaged in criminal activity, drug-related criminal activity or violent criminal activity and may be denied admission while the charges are pending. An ARD placement shall not be considered a conviction for these purposes.
6-I.C	None	<p><b><u>Projecting Seasonal Income</u></b></p> <p>In some occupations, it is normal for people to work less than twelve (12) months per year. For example: school employees, agricultural workers, or construction trades may typically work for fewer months, depending on local conditions. HUD’s HCV Guidebook describes two acceptable calculation methods:</p> <ul style="list-style-type: none"> <li>• Method 1: Annualize current income, and conduct an interim reexamination when the income changes.</li> <li>• Method 2: Calculate the actual anticipated income from all known sources for the entire year. This means there will be no interim reexamination when the income changes as already anticipated. However, to use method 2, a history of the individual’s income from past years is needed. This method cannot be used when the future income source is “unknown” or “none.”</li> </ul>

		<p><b><u>HACP Policy:</u></b></p> <p>HACP will use Method 2 when calculating income for seasonal employment, unless the future income source is “unknown” or “none.” In the case where the future income source is “unknown” or “none,” HACP will use Method 1. If the family continuously fails to report changes in income under Method 1, HACP may choose to implement Method 2 for all future reexaminations, if enough past income information is available. The family will be responsible for any overpaid subsidy as a result of late reporting under Method 1 and may be offered a repayment agreement in accordance with the policies in Chapter 16.</p>
10-II.B.	When the initial PHA sends form HUD-52665 to the receiving PHA, it specifies in Part I the deadline by which it must receive the initial billing notice from the receiving PHA. This deadline is 60 days following the expiration date of the voucher issued to the family by the initial PHA.	When the initial PHA sends form HUD-52665 to the receiving PHA, it specifies in Part I the deadline by which it must receive the initial billing notice from the receiving PHA. This deadline is 90 days following the expiration date of the voucher issued to the family by the initial PHA.
10-II.C.	Furthermore, PHA will verify the criminal background check received from the initiating PHA, or if the initiating PHA does not supply a CBC, the PHA will obtain a Criminal background check on the household porting into the PHA.	Furthermore, PHA will verify the criminal background check received from the initiating PHA, or if the initiating PHA does not supply a CBC, the PHA will obtain a Criminal background check on the household porting into the PHA.  <b><u>HACP Policy</u></b> HACP will conduct a criminal background check on all household members porting into its jurisdiction who are age eighteen (18) and older unless the household is porting in as an applicant and not a current participant. Said criminal background checks are subject to HACP eligibility requirements.
10-II.C	<b><u>HACP Policy</u></b> For vouchers issued to incoming portables, HACP’s term will expire on the same date as the initial PHA’s voucher.	<b><u>HACP Policy</u></b> The receiving PHA must issue a voucher to the ported family that does not expire before 30 calendar days from the expiration date of the initial PHA’s voucher.
8-III.D.	Consideration will also be given to exceptionally remodeled or brand new units (less than two-years old). These units may command a rent that is slightly above the range for older comparable units in a given census tract.	Consideration will also be given to exceptionally remodeled or brand new units (less than two-years old). These units may command a rent that is slightly above the range for older comparable units in a given census tract. Because units may be similar, but not exactly like the unit proposed for HCV assistance, HACP may make adjustments to the range of prices to account for these differences. HACP may determine comparability using Reasonable Rent software.

8-I.B.	<p><b>HACP Policy</b>  HACP will impose the additional quality standards listed below:  <i>General</i>  In each room used for living/sleeping, there will be at least one exterior window that can be opened.  In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption and direct billing by the utility service provider.  A ¾” overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.</p>	<p><b>HACP Policy</b>  HACP will impose the additional quality standards listed below:  <i>General</i>  All repairs to noted deficiencies must meet <b>industry standard</b> for being a reasonable and/or appropriate repair.  If City Code has been modified and a unit is currently being subsidized, the old code will be grandfathered until such time a Request for Tenancy Approval is submitted for the same unit. At that point, all new City Codes will be applicable.  In each room used for living/sleeping, there will be at least one exterior window that can be opened.  In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption and direct billing by the utility service provider.  A ¾” overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.</p>
8-II.B.	<p>In the event of the unit passing HQS inspection, the resulting new contract start date may be no later than 60 calendar days past the date of the passed initial inspection. If the contract is not processed within that time frame, the unit must be re-inspected.</p>	None
4-III.C.	None	<p><b>Preference for Recipients of Mainstream Voucher Referred by the Allegheny County Department of Human Services (DHS)</b>  Individuals and families whom have been successfully selected via the DHS Mainstream Voucher selection criteria will be eligible for this preference. Individuals and families' eligibility for this preference must be verified by the DHS. That eligibility determination will be based upon the DHS vetting process referring non-elderly persons with disabilities transitioning out of institutional and other segregated settings at serious risk of institutionalization, homeless, or at risk of becoming homeless. Individuals and families referred by DHS and verified as being eligible for this preference will receive the preference whether the waiting list is open or closed.</p>
4-III.C.	None	<p><b>Preference for Recipients of Family Unification Program Vouchers Referred by the Allegheny County Department of Human Services (DHS)</b>  Individuals and families whom have been successfully selected via the DHS Family Unification Program (FUP) Voucher selection criteria will be eligible for this preference. Individuals and families'</p>

		<p>eligibility for this preference must be verified by the DHS. That eligibility determination will be based upon the DHS vetting process referring: 1. Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care; and 2. Youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday), who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older. As required by statute, an FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months. Individuals and families referred by DHS and verified as being eligible for this preference will receive the preference whether the waiting list is open or closed.</p>
<p>13-I.D</p>	<p>HACP will refuse to approve a request for tenancy if HACP becomes aware that any of the following are true...  ...The owner has not paid state or local real estate taxes, fines, or assessment. The entire portfolio of units on the program will be abated if the non-payment of the property taxes is not satisfied within 60 days.</p>	<p>HACP will refuse to approve a request for tenancy if HACP becomes aware that any of the following are true...  ...The owner has not paid state or local real estate taxes, fines, or assessment. The entire portfolio of units on the program will be abated if the non-payment of the property taxes is not satisfied within 60 days.  The owner must provide verification showing there is no balance carried over from the last water and sewage bill. In other words, the property account cannot be past due.</p>
<p>8-II.A.</p>	<p><b>Types of Inspections</b>  The PHA conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.  • <i>Initial Inspections.</i> The PHA conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection on or before the effective date of the HAP Contract.  • <i>Annual Inspections.</i> HUD requires the PHA to inspect each unit under lease at least annually to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.  • <i>Special Inspections.</i> A special inspection may be requested by the</p>	<p><b>Types of Inspections</b>  The PHA conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.  • <i>Initial Inspections.</i> The PHA conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection on or before the effective date of the HAP Contract.  • <i>Annual Inspections.</i> HUD requires the PHA to inspect each unit under lease at least annually to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.  • <i>Special Inspections.</i> A special inspection may be requested by the</p>

	<p>owner, the family, or a third party as a result of problems identified with a unit between annual inspections.</p> <ul style="list-style-type: none"> <li>• <i>Quality Control Inspections.</i> HUD requires that a sample of units be inspected by a supervisor or other qualified individual to evaluate the work of the inspector(s) and to ensure that inspections are performed in compliance with the HQS.</li> </ul>	<p>owner, the family, or a third party as a result of problems identified with a unit between annual inspections.</p> <ul style="list-style-type: none"> <li>• <i>Quality Control Inspections.</i> HUD requires that a sample of units be inspected by a supervisor or other qualified individual to evaluate the work of the inspector(s) and to ensure that inspections are performed in compliance with the HQS.</li> <li>• <i>Alternative (Enhanced) Inspections.</i> In order to be eligible, the dwelling unit must be in decent, safe and sanitary condition. This determination is made using HUD’s Housing Quality Standards (HQS) and/or equivalent state or local standards approved by HUD. See the chapter on HQS Inspections for a full discussion of the HQS standards, as well as the process for HQS or alternative inspections.</li> </ul>
11-II.D.	This time frame may be extended for good cause with HACP approval. HACP will accept required documentation by mail, by fax, or in person.	This time frame may be extended for good cause with HACP approval. HACP will accept required documentation by mail, by fax, by email, or in person.
6 -Exhibit 6-4	(3) Maximum four year disallowance. The disallowance of increased income of an individual family member who is a person with disabilities as provided in paragraph (c)(1) or (c)(2) is limited to a lifetime 48 month period. The disallowance only applies for a maximum of twelve months for disallowance under paragraph (c)(1) and a maximum of twelve months for disallowance under paragraph (c)(2), during the 48 month period starting from the initial exclusion under paragraph (c)(1) of this section.	(3) Maximum 2-year disallowance. The disallowance of increased income of an individual family member who is a person with disabilities as provided in paragraph (c)(1) or (c)(2) of this section is limited to a lifetime 24-month period. The disallowance applies for a maximum of 12 months for disallowance under paragraph (c)(1) of this section and a maximum of 12 months for disallowance under paragraph (c)(2) of this section, during the 24-month period starting from the initial exclusion under paragraph (c)(1) of this section. (4) Effect of changes on currently participating families. Families eligible for and participating in the disallowance of earned income under this section prior to May 9, 2016 will continue to be governed by this section in effect as it existed immediately prior to that date (see 24 CFR parts 0 to 199, revised as of April 1, 2016).
8-III.D.	<p><b><u>HACP Policy</u></b> The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. When considering approval of a requested rent, the HACP will develop a range of prices for comparable units based on census tract, bedroom size and unit type. Comparison of the proposed rent within this range will be based on general unit condition, the number of bathrooms, the utilities that must be paid by the tenant,</p>	<p><b><u>HACP Policy</u></b> HACP’s schedule of payment standards is used to calculate housing assistance payments for HCV households. The payment standard is the maximum monthly assistance payment for a household assisted in the voucher program. The payment applicable standard for a household are:</p> <p><b>Tier one:</b> Will be 90-110 percent of the Metropolitan Statistical</p>

	<p>whether or not appliances are provided, the availability of laundry facilities and parking, amenities available and whether or not the property has accessibility features. More of these features will result in an approved rent that is at the higher end of the range for a given census tract, fewer will result in an approved rent that is lower on the range. Consideration will also be given to exceptionally remodeled or brand new units (less than two-years old). These units may command a rent that is slightly above the range for older comparable units in a given census tract.</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:  <math>\\$500 \times 11 \text{ months} = 5500 / 12 \text{ months} = \text{actual monthly rent of } \\$488.</math></p> <p>The HACP will notify the owner of the rent that can be approved based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACP will confirm the accuracy of the information provided. If the information submitted is accurate; the HACP will consider this additional information along with its own comparability data when making rent determinations. The owner must submit any additional information within 10 business days of HACP's request for information or the owner's request to submit information.</p>	<p>Area Fair Market Rent (MSAFMR) as determined annually by HUD. The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. When considering approval of a requested rent, the HACP will develop a range of prices for comparable units based on census tract, bedroom size and unit type.</p> <p>The HACP will notify the owner of the rent that can be approved based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACP will confirm the accuracy of the information provided. If the information submitted is accurate; the HACP will consider this additional information along with its own comparability data when making rent determinations. The owner must submit any additional information within 10 business days of HACP's request for information or the owner's request to submit information.</p> <p><b>Tier two:</b> Units in this payment option can receive up to 130 percent of MSAFMR. For a unit to qualify for this option the property must:</p> <ol style="list-style-type: none"> <li>i. Undergo significant upgrades/ and or investments that improve the quality of the Unit.</li> <li>ii. The unit must pass the International Property Maintenance Code inspection Standard</li> <li>iii. Units built in inclusionary zones determined by the Department of City Planning except if the unit is constructed in one of the HACP's designated opportunity zones. These units will be eligible for the payment standard listed under tier three</li> </ol> <p><b>Tier three:</b> The payment standard for this option is 130 percent of the aggregate of the designated mobility zone Fair Market Rent (FMR) for the selected zip codes associated with HACP identified neighborhoods</p>
17-VIII.B.	<p>When determining the initial rent to owner, the PHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When redetermining the rent to owner, the PHA must use the most recently published FMR and the utility allowance schedule in effect</p>	<p>When determining the initial rent to owner, the HACP will use the tiered payment standard in effect as evidenced below and the utility allowance schedule in effect at execution of the HAP contract. HACP Tiered Payment Standard:</p> <p><b>Tier one:</b> Will be 90-110 percent of the Metropolitan Statistical</p>



	<p>at the time of redetermination. At its discretion, the PHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.</p>	<p>Area Fair Market Rent (MSAFMR) as determined annually by HUD. HACP has established a payment standard schedule with payment standard amounts for each unit size.</p> <p><b>Tier two:</b> Units in this payment option can receive up to 130 percent of MSAFMR. For a unit to qualify for this option the property must:</p> <ul style="list-style-type: none"> <li>i. Undergo significant upgrades/ and or investments that improve the quality of the Unit.</li> <li>ii. The unit must pass the International Property Maintenance Code inspection Standard</li> <li>iii. Units built in inclusionary zones determined by the Department of City Planning except if the unit is constructed in one of the HACP’s designated opportunity zones. These units will be eligible for the payment standard listed under tier three</li> </ul> <p><b>Tier three:</b> The payment standard for this option is 130 percent of the aggregate of the designated mobility zone Fair Market Rent (FMR) for the selected zip codes associated with HACP identified neighborhoods</p> <p>When redetermining the rent to owner, the HACP will use the tiered payment standard in effect and the utility allowance schedule in effect at the time of redetermination. At its discretion, the PHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.</p>
8-II.F	<p><b>Inspection Results and Reinspections for Units Under HAP contract</b> (this and all preceding sections to be moved by one section to insert the proposed verbiage as its own section)</p>	<p><b>Alternative (Enhanced) Inspections</b>  A more stringent inspection type established by the HACP and approved by HUD requested by the owner, to qualify for an alternative payment standard (i.e., International Property Maintenance Code inspection standard).</p>