

2023 HCV Administrative Plan Changes – Master Document

Chapter, Page, Section	Current ADMIN PLAN Language	Proposed Language
Chapter 5, page 85, Section 5-II.E.	<p>5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS</p> <p>Voucher Term [24 CFR 982.303] The initial term of a voucher must be at least sixty (60) calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].</p> <p>HACP Policy The initial voucher term for a non-disabled family will be one hundred-twenty (120) calendar days.</p> <p>A family identified as a disabled family will be issued a voucher with an initial and total term of one hundred-twenty (120) calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the term of the voucher.</p> <p>A family identified as an HACP HUD-VASH family will be issued a voucher with an initial term of one hundred-twenty (120) calendar days.</p>	<p>5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS</p> <p>Voucher Term [24 CFR 982.303] The initial term of a voucher must be at least sixty (60) calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].</p> <p>HACP Policy The initial voucher term for a non-disabled family will be one hundred-twenty (120) calendar days.</p> <p>A family identified as a disabled family will be issued a voucher with an initial and total term of one hundred-twenty (120) calendar days.</p> <p>The family must submit a Request for Tenancy Approval and proposed lease within the term of the voucher.</p> <p>A family identified as an HACP HUD-VASH family will be issued a voucher with an initial term of one hundred-twenty (120) calendar days.</p>

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<p>Chapter 5, page 86, Section 5-II.E.</p>	<p>Extensions of Voucher Term [24 CFR 982.303(b)]</p> <p>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 982.355].</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.</p> <p>The PHA 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.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.</p> <p>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>HACP Policy</p> <p>The HACP will approve one (1) thirty (30) day extension to the voucher term only in the following circumstances:</p> <ul style="list-style-type: none">• If the household is identified as a non-disabled family	<p><u>Extension of the Voucher Term [24 CFR 982.303(b)]</u></p> <p>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 982.355].</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.</p> <p>The PHA 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.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.</p> <p>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>HACP Policy</u></p> <p>Generally, after the initial voucher term expires, the HCV family will be eligible for one (1) sixty (60) day extension. Once the sixty (60) day extension expires, the voucher will be terminated and the family will need to reapply in according with the applicant withdrawal procedures outlined in Chapter 3, Part III, or the participant termination procedures outlined in Chapter 12, whichever is applicable.</p>
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<p>• If the HACP determines that an applicant or participant needs additional search time beyond the initial term due to reasons beyond the family’s control, as determined by the HACP. Following is a list of extenuating circumstances that HACP may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <ul style="list-style-type: none"> - Serious illness or death in the family - Other family emergency - Obstacles due to employment - Whether the family has already submitted requests for tenancy approval that were not approved by the HACP - Whether family size or other special circumstances make it difficult to find a suitable unit <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACP prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The HACP will decide whether to approve or deny an extension request within ten (10) business days of the date the request is received, and will immediately provide the family written notice of its decision.</p> <p>Households identified as disabled families who have received an initial and total term of one hundred-twenty (120) calendar days, may request an extension of the voucher term by submitting a reasonable accommodation request form with all applicable verification and supporting documentation.</p>	<p>If a family is requesting more time after the sixty (60) day extension, HCV Management, the Chief Operations Officer, and/or the Executive Director may extend the voucher term again for a second sixty (60) day extension at their discretion, only if verifiable circumstances outside of the family’s control is preventing the HCV family from searching for a unit. Circumstances outside of the family’s control could include, however is not limited to, confinement to a nursing home, extended hospital stay, VAWA victims, and displacement due to fire or other natural disaster.</p> <p>If the HACP determines that an applicant or participant needs additional search time beyond the initial term plus any extensions mentioned in the preceding paragraphs due to a disability-related need, the HCV family may request an additional extension through the Reasonable Accommodations process.</p> <p>The HACP will approve one (1) thirty (30) day extension to the voucher term only in the following circumstances:</p> <ul style="list-style-type: none"> • If the household is identified as a non-disabled family • If the HACP determines that an applicant or participant needs additional search time beyond the initial term due to reasons beyond the family’s control, as determined by the HACP. Following is a list of extenuating circumstances that HACP may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted: <ul style="list-style-type: none"> -Serious illness or death in the family -Other family emergency -Obstacles due to employment -Whether the family has already submitted requests for tenancy approval that were not approved by the HACP -Whether family size or other special circumstances make it difficult to find a suitable unit <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACP prior to the expiration date of the voucher (or extended term of the voucher).</p>
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<p>Chapter 8, page 178, Section 8-II.G</p>	<p>8-II.G. ENFORCING OWNER COMPLIANCE</p> <p>If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA must take prompt and vigorous action to enforce the owner obligations.</p> <p>HAP Abatement</p> <p>If an owner fails to correct HQS deficiencies by the time specified by PHA, HUD requires the PHA to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.</p> <p><u>HACP Policy</u></p> <p>The HACP will make all HAP abatements effective the first of the month following the expiration of the HACP specified correction period (including any extension).</p>	<p>8-II.G. ENFORCING OWNER COMPLIANCE</p> <p>If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA must take prompt and vigorous action to enforce the owner obligations.</p> <p>HAP Abatement</p> <p>If an owner fails to correct HQS deficiencies by the time specified by PHA, HUD requires the PHA to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period the rent was abated. Owner rents are not abated because of HQS failures that are the family's responsibility.</p> <p><u>HACP Policy</u></p> <p>The HACP will abate HAP payments to owners who do not comply with written notifications to correct HQS deficiencies. Except in the case of life-threatening violations requiring corrections within twenty-four (24) hours, the owner will receive a thirty (30) day written notification of the abatement.</p> <p>The HACP will make all HAP abatements effective on the first of the month following the expiration of the HACP specified correction period (including any extension) as described in the notice.</p>